

CITY OF GREENVILLE, OHIO  
INCOME TAX DEPARTMENT  
Municipal Building  
100 Public Square  
Greenville OH 45331-1499  
Phone: 937-548-5747 Fax: 937-548-3035  
[incometax@cityofgreenville.org](mailto:incometax@cityofgreenville.org)

WITHHOLDING QUESTIONNAIRE

This Information may be shared with other departments within the City of Greenville

1. NAME OF COMPANY \_\_\_\_\_
2. BUSINESS OWNER'S NAME \_\_\_\_\_
3. BUSINESS ADDRESS \_\_\_\_\_
4. MAILING ADDRESS \_\_\_\_\_  
(if different from line 2)
5. PROJECT WORKING ON IN GREENVILLE \_\_\_\_\_  
Address where work will be done in Greenville \_\_\_\_\_
6. COURTESY WITHHOLDING (employee lives in Greenville does not work in Greenville) YES \_\_\_ NO \_\_\_
7. FEDERAL IDENTIFICATION NUMBER \_\_\_\_\_
8. TELEPHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_
9. EFFECTIVE DATE OF WITHHOLDING \_\_\_\_\_
10. NUMBER OF EMPLOYEES FOR WHICH TAX WILL BE DEDUCTED \_\_\_\_\_
11. WILL YOU REMIT WITHHOLDING: MONTHLY \_\_\_\_\_ QUARTERLY \_\_\_\_\_
12. NAME OF PAYROLL SERVICE IF ANY \_\_\_\_\_
13. STATUTORY AGENT \_\_\_\_\_ SSN \_\_\_\_\_
14. SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PLEASE COMPLETE ALL QUESTIONS AND RETURN WITHIN **TWENTY (20) DAYS**.

Withholding forms may be found on our website: [cityofgreenivlle.org](http://cityofgreenivlle.org)