



**VILLAGE OF MONROEVILLE**

21 N Main St. P.O. Box 156 Monroeville, OH. 44847

Ph: 419-465-4443 Fax: 419-465-2259

[IncomeTax@MonroevilleOhio.com](mailto:IncomeTax@MonroevilleOhio.com)/[www.MonroevilleOhio.com](http://www.MonroevilleOhio.com)/[www.RitaOhio.com](http://www.RitaOhio.com)

**BUSINESS INCOME TAX REGISTRATION**

Please complete & return this form to the Village Administrative Office, using the contact information listed above. Forms and additional information can be obtained by visiting our website, [www.MonroevilleOhio.com](http://www.MonroevilleOhio.com). RITA (Regional Income Tax Agency) collects municipal taxes for the Village of Monroeville. Be sure to final an annual Village of Monroeville business income tax return with RITA, at [www.RitaOhio.com](http://www.RitaOhio.com).

1. Type of Organization:  Partnership  Corporation  S-Corporation  Nonprofit  LLC  
Which Federal Form Do You File:  Form 120  Form 1120S  Form 1065  Schedule C
2. Business Name: \_\_\_\_\_  
Federal Tax ID #: \_\_\_\_\_ or Social Security # (If Self Employed): \_\_\_\_\_
3. Nature of Business or Trade: \_\_\_\_\_ Telephone: \_\_\_\_\_
4. Local Business Address: \_\_\_\_\_
5. Mailing Address (If different from above address): \_\_\_\_\_
6. Email address: \_\_\_\_\_
7. Date activity started in Village of Monroeville: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date activity terminated in Village of Monroeville: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Accounting period: Calendar Year: \_\_\_\_\_ or Fiscal Year Ending: \_\_\_\_/\_\_\_\_/\_\_\_\_
8. Do you have employees working in the Village of Monroeville?  No  Yes  
If yes, when did your employee(s) start working in the Village of Monroeville: \_\_\_\_/\_\_\_\_/\_\_\_\_  
If no, will you have employees working in the Village of Monroeville in the future:  No  Yes  
Date employees will begin working in the Village of Monroeville: \_\_\_\_/\_\_\_\_/\_\_\_\_
9. Approximate number of employees subject to Village of Monroeville Income Tax: \_\_\_\_\_
10. Are you withholding taxes only as a courtesy to employees who reside in the Village of Monroeville?  No  Yes  
If yes, what date did you first start withholding Village of Monroeville tax? \_\_\_\_/\_\_\_\_/\_\_\_\_
11. Are you using a payroll company?  No  Yes If yes, please provide your payroll processor: \_\_\_\_\_
12. Do you use Subcontractors?  No  Yes  
  
Please note: All taxpayers who report payments to individuals (who are not employees) on Form 1099-Misc. for services performed shall also report payments to the Village when the services were performed in Monroeville or when the payments are made to a Monroeville resident.
13. Does your business include any rental activity?  No  Yes  
If yes, please list property addresses and date acquired (on back of page or using a separate attachment).
14. If you are a Partnership, S-Corporation or other unincorporated joint venture, list the names, addresses and social security or federal tax I.D. numbers of all partners, associates, or members of venture (attach additional sheets if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
15. If there has been a change in ownership, please provide the name of the former owner: \_\_\_\_\_

**\*YOU ARE REQUIRED TO PROVIDE A COPY OF YOUR STATE BUSINESS LICENSE WITH THE RETURN OF THIS FORM\***

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_