

Pandora Income Tax Department
P.O. Box 193
Pandora, OH 45877-0193
Phone: 419-384-3112

VILLAGE OF PANDORA, OHIO

NEW BUSINESS QUESTIONNAIRE

The information requested hereon is essential to the completion of our records. This request is authorized by Village Ordinance. All information will be held in strict confidence.

Federal ID # (Soc. Sec. # if Individual Prop.): _____

Business Address:

Business Name.... _____
Address Line-1..... _____
Address Line-2..... _____
City, St, ZipCode.. _____
Phone No..... _____

Mailing Address: (if different than business address)

Business Name.... _____
Address Line-1..... _____
Address Line-2..... _____
City, St, ZipCode.. _____

Pandora Office Address: (if different than business address)

Business Name.... _____
Address Line-1..... _____
Address Line-2..... _____
City, St, ZipCode.. _____
Phone No..... _____

1. Nature of Business: _____

NOTE: If you are a contractor & will have sub-contractors working for you, please list their names & addresses on page 2.

2. Type of Business Organization (Check One): Corporation

Indicate type below:

- C-Corporation
- Sub Chapter S Corporation

- Partnership List the names & addresses of the partners on Page 2.
- Sole-Proprietorship
- Limited Liability Company

Indicate your filing status below:

- C-Corporation
- Sub Chapter S Corporation
- Partnership
- Sole-Proprietorship

Other Explain: _____

NOTE: If more space is needed, please use page 2

3. Date Business or Work started in Pandora (or for courtesy withholding, the date withholding began): _____

4. Location of work in Pandora: - If this is a "Courtesy Withholding" & no work was actually performed in Pandora, check here:

- Otherwise, specify the location of work in Pandora: _____

NOTE: (Job site, Description of job, etc.) If more space is needed, please use page 2

5. Are there now or will there be employees subject to Pandora, Ohio Income Tax?: Yes No

If Yes: Approximate number of employees subject to withholding: _____

Withholding will be remitted: Monthly Quarterly

Will you be using remittance forms provided by our office? Yes, Please download forms from our website at: www.villageofpandora.com

No, we will remit on our own forms or through Ohio Business Gateway

NOTE: Qualifying for the "Under 20 Day" rule for withholding does not exempt you from filing a Village of Pandora Income Tax Return, only a withholding return.

6. Indicate your accounting year: Calendar Year Fiscal Year Fiscal year-end: _____

7. Has additional information been entered on page 2 of this form? Yes No

I hereby certify that the information and statements contained herein are true and correct.

Signature: _____ Date: _____

Title: _____

Submit this form to:

**Pandora Income Tax Department
P.O. Box 193
Pandora, OH 45877-0193**

NOTE: Submitting of page 2 of this form is not necessary if it has not been used.

