



CITY OF OREGON
INCOME TAX DEPARTMENT

5330 Seaman Road
Oregon, OH 43616
(419)698-7034
incometax@oregonohio.org

Name of Company: _____

Address: _____

(City) (State) (Zip)

Contact Name: _____

Phone: _____

Above information provided by _____ (Printed Name)

_____ (Signature)

____/____/____ (Date)

The City of Oregon has an Income Tax Ordinance that requires any contractor doing business in our city to register with the Income Tax Department and set up the following two accounts:

- 1) Withholding account - The Oregon Income Tax Administrative Code requires each employer within or doing business within the City who employs one or more persons, to withhold the tax of 2.25% from all salaries, wages, commissions, incentive payments, sick pay, bonuses and other compensation earned or received within the City by residents and nonresidents alike. The employer is required to remit the tax to the City Income Tax Department on or before the last day of the month following the quarterly period in which the withholding deduction was made. An employer deducting taxes in the amount of \$200 or more per month is required to remit the taxes on a monthly period, on or before the fifteenth day of the following month.
2) Business account - The business itself is required to file a yearly tax return on its net profit or loss, using the Schedule Y business allocation formula on the back of the City return to determine the portion that is taxable to the City of Oregon.

Payroll Contact: _____ Telephone: _____

Net Profit Contact: _____ Telephone: _____

Email: _____ FEDERAL ID # _____

This is to verify that _____ (Company) has initialized the registration process with the City of Oregon Income Tax Department.

(Signature) _____ Date: ____/____/____
(Income Tax Dept Representative)

REGISTRATION IS COMPLETE WHEN THE FOLLOWING IS RETURNED TO THE TAX DEPARTMENT:

- Signed copy of the Acknowledgement of Income Tax Policies
• Completed Business Questionnaire
• Contractor/Subs Income Tax Information Form