



## WITHHOLDING ACCOUNT REQUEST

**City of Springboro Income Tax Department  
320 W Central Ave, Springboro, OH 45066  
Phone: (937) 748-9701 Fax: (937) 748-6185**

### Use this form if:

You are an employer who is **NOT** based in Springboro, but need to withhold Springboro tax from one or more employees' wages because: (1) their principal place of work is in Springboro; (2) they work in Springboro more than 20 calendar days per year; or (3) they are Springboro residents for whom the Company is withholding residence tax as a courtesy.

**NOTE!** If your company is performing business operations in the City and you need to open a withholding account for employees who will be reporting to work in Springboro for 20 or more days on a project, you must complete the Springboro "Business Account Request" form instead of this withholding form.

### Please indicate your reason(s) for withholding Springboro tax:

I have one or more employees whose principal place of work is in Springboro; I understand I need to withhold 1.5% Springboro tax from their wages.

I have one or more employees who work in Springboro more than 20 days per calendar year; I understand I need to withhold 1.5% tax on the wages they earn in the City once they meet that 20-day threshold.

One or more of my employees lives in Springboro but works in another jurisdiction. As a courtesy to them, I want to withhold Springboro tax from their wages (0.5% if they are working in another city or 1.5% if they are working in a township) so they don't owe additional residence tax when they file their Springboro return.

**Company Name** \_\_\_\_\_

**DBA Name (if different)** \_\_\_\_\_

**Mailing Address/City/State/Zip** \_\_\_\_\_

**Federal Tax ID#** \_\_\_\_\_

**Date you started (or plan to start) withholding Springboro taxes** \_\_\_\_\_

### Contact Person for Your Company:

**Name** \_\_\_\_\_

**Signature & title of person completing this form** \_\_\_\_\_

**Phone** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Date** \_\_\_\_\_

Once completed, please return this form by mail or fax; or, if you prefer, upload it to the Electronic Dropbox on our website at [www.cityofspringboro.com](http://www.cityofspringboro.com). When your account is set up, we will send you notification of your withholding account number.