

Instructions for Form IT-47

Request for Municipal Income Tax Account

What's New?

Columbus will no longer administer for other municipalities. Effective January 1, 2019, the City of Columbus will no longer administer income tax for the municipalities listed below. Please visit the new administering agencies' websites provided below to file tax returns, make payments, or find more information after this date.

[Regional Income Tax Agency \(RITA\)](#)

- Brice
- Canal Winchester
- Groveport
- Harrisburg

[Central Collection Agency \(CCA\)](#)

- Marble Cliff
- Obetz
- Prairie-Obetz JEDZ

Please note: the City of Columbus will still administer income taxes for the North Pickaway County and Prairie Township Joint Economic Development Districts (JEDDs).

General Instructions

Use Form IT-47 to request a new municipal tax account with the Columbus Income Tax Division. This form can be filed on our website at www.columbusnet.net under "New Account Setup".

Construction firms using subcontractors need to complete Form IT-47S, which is available for download at our website listed above. You can also obtain Form IT-47S by calling our office at (614) 645-7370.

For payroll tax deposit frequency requirements, see instructions for Form IT-11 or Form IT-15, available on our website listed above.

Specific Instructions

Reporting Agent's Federal EIN – If you will be filing City payroll withholding tax returns using the EIN of a common paymaster or an affiliated company, enter the EIN of the common paymaster or affiliated company in this box.

Fiscal Year End (if applicable) - Taxpayers who file business tax returns with the IRS using a tax year other

than a calendar year should put their fiscal year end in this box (for example: "June 30th").

Payroll Service or Employee Leasing Company (if any) - Employers using a payroll service to process their payroll should indicate the payroll service used here. Businesses that lease their employees from a third party employee leasing company should indicate the employee leasing company used here.

Where to File

File using our online Create New Account form at www.columbusnet.net, or mail completed form to:

Columbus Income Tax Division
PO Box 183190
Columbus, OH 43218-3190

For additional information, call (614) 645-8368.

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