

Instructions for Form IT-47

Request for Municipal Income Tax Account

Do I Need to File?

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.columbus.gov/incometaxdivision under "New Account Setup".

Construction firms using subcontractors need to complete Form IT-47S, which is available for download at our website listed above.

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

Completing Form IT-47

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 30").

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.

Filing Form IT-47

File using our online Create New Account form at www.columbus.gov/incometaxdivision, 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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