City of Columbus
Income Tax Division

Instructions for Form IT-47

Request for Municipal Income Tax Account

Part A, Box 2: 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.

Part A, Box 7: 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").

Part A, Box 8: 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.

Construction Firms Using Subcontractors

You will need to complete Form IT-47S, which is available at our website: ***www.columbustax.net***. You can also obtain Form IT-47S by calling our office at (614) 645-7370.

Question on Completing Form IT-47

You may call (614) 645-8368 or fax your question to (614) 724-0232.

Mail Completed Form to:

COLUMBUS INCOME TAX DIVISION
PO Box 183190
COLUMBUS, OH 43218-3190

For payroll tax deposit frequency requirements, see instructions for Form IT-11 or Form IT-15.

Rev. 7/31/15