

Part A GENERAL INFORMATION			
1. Taxpayer's Federal EIN / FID / SSN		2. Reporting Agent's Federal EIN	
3. Taxpayer's Legal Name		9. Business Type: <input type="checkbox"/> Corporation / S-Corp <input type="checkbox"/> Non-Profit <input type="checkbox"/> Partnership <input type="checkbox"/> LLC - Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> LLC - Corporate <input type="checkbox"/> Trust <input type="checkbox"/> *LLC - Single Member	
4. Mailing Address for Business Tax Returns and Correspondence		10. Communities in our Collection Group in which you are or will be conducting business: <input type="checkbox"/> Columbus (01) <input type="checkbox"/> Marble Cliff (13) <input type="checkbox"/> Groveport (09) <input type="checkbox"/> Brice (14) <input type="checkbox"/> Obetz (10) <input type="checkbox"/> Harrisburg (16) <input type="checkbox"/> Canal Winchester (11) <input type="checkbox"/> None	
5. Mailing Address for Payroll Tax Returns and Correspondence		11. Date Business Started in Our Area:	12. Date of 1st Payroll for Columbus Collection Group:
6. Trade Name		7. Fiscal Year End (if applicable)	
8. Name of Payroll Service or Employee Leasing Company (if any) <input type="checkbox"/> Payroll Service <input type="checkbox"/> Leasing Co.		13. Approximate Monthly Payroll for Employees Working in our Collection Group:	
14. Pay Cycle (i.e. weekly, bi-weekly, monthly, etc.)		15. Nature of Business (i.e. "computer consulting")	

Part B CONTACT INFORMATION			
1. Name of President, CEO, Tax Matters Partner or Trustee		3. Home Address of President, CEO, Sole Proprietor, Tax Matters Partner or Trustee	
2. SSN of President, CEO, Tax Matters Partner or Trustee			
4. Name of Officer or Partner in Charge of Payroll		6. Home Address of Officer or Partner in Charge of Payroll	
5. SSN of Officer or Partner in Charge of Payroll			
7. Name of Internal Payroll Tax Contact	8. Payroll Tax Contact's Title	9. Payroll Tax Phone No.	10. Payroll Tax Fax No.
11. Name of Internal Business Tax Contact	12. Business Tax Contact's Title	13. Business Tax Phone No.	14. Business Tax Fax No.

Part C GREATER COLUMBUS METROPOLITAN AREA ADDRESSES		
<p>List all Columbus area addresses where you have employees working. Consulting firms should include the addresses of client locations if the firm has employees physically working at client sites (indicate if address given is a client site). Construction firms should include job site addresses (indicate if address given is a job site). Businesses with a significant number of field employees who work at multiple customer sites in a week should list only their actual locations, and in one of the boxes below indicate the geographic area served by their field employees (for example: "Field employees working out of our Columbus office serve our Ohio and Indiana customers"). Attach a separate sheet if more space is needed.</p>		
1.	2.	3.

Part D SPECIAL INSTRUCTIONS FOR PARTNERSHIPS AND S-CORPORATIONS
<p>Attach a separate sheet showing the name, SSN/FID and address of each partner or shareholder. * Identify owner/member's name, address, and FID No. (SSN if an individual). If the owner is a corporation, include an officer and SSN. If a partnership, include the tax matters partner with SSN.</p>