Form **IT-47**

City of Columbus, Income Tax Division

Request for Municipal Income Tax Account: Columbus Collection Group

Part A GENERAL INFORMATION

1. Taxpayer's Federal EIN / FID / SSN
2. Reporting Agent's Federal EIN
3. Taxpayer's Legal Name
4. Mailing Address for Business Tax Returns and Correspondence
5. Mailing Address for Payroll Tax Returns and Correspondence
6. Trade Name
7. Fiscal Year End (if applicable)
8. Name of Payroll Service or Employee Leasing Company (if any)
   - ☐ Payroll Service
   - ☐ Leasing Co.
9. Business Type:
   - ☐ Corporation / S-Corp
   - ☐ Partnership
   - ☐ Sole Proprietor
   - ☐ Trust
   - ☐ Non-Profit
   - ☐ LLC - Partnership
   - ☐ LLC - Corporate
   - ☐ LLC - Single Member
10. Communities in our Collection Group in which you are or will be conducting business:
    - ☐ Columbus (01)
    - ☐ Groveport (09)
    - ☐ Obetz (10)
    - ☐ Canal Winchester (11)
    - ☐ Marble Cliff (13)
    - ☐ Brice (14)
    - ☐ Harrisburg (16)
11. Date Business Started:
12. Date of 1st Payroll for Columbus Collection Group:
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
2. SSN of President, CEO, Tax Matters Partner or Trustee
3. Home Address of President, CEO, Sole Proprietor, Tax Matters Partner or Trustee
4. Name of Officer or Partner in Charge of Payroll
5. SSN of Officer or Partner in Charge of Payroll
6. Home Address 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

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.

1.

2.

3.

Part D SPECIAL INSTRUCTIONS FOR PARTNERSHIPS AND S-CORPORATIONS

Attach a separate sheet showing the name, SSN/FID and address of each partner or shareholder.

Revised 10/27/08