

CITY OF READING INCOME TAX BUREAU

1000 Market Street
Reading, OH 45215
513-733-0300

Email: shoelmer@readingohio.org or
rgrein@readingohio.org

BUSINESS FEIN WILL BE YOUR ACCOUNT NUMBER

COURTESY/ REMOTE WORKER WITHHOLDING ACCOUNT REGISTRATION FORM <i>(Please Complete & Return Within Ten (10) Days)</i>
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1. Name of Business: _____

2. Fed ID# _____

3. Business Address: _____

Telephone #: _____ Fax # _____ E-MAIL _____

4. Please Check Appropriate Description:

A. Courtesy Withholding: Yes___ No___ Withholding Start Date: ___/___/___

B. Remote Worker: Yes___ No___ Withholding Start Date: ___/___/___

5. Remit: Quarterly_____ or Monthly_____

6. Payroll Service Name: _____

7. Contact Person: _____ Title: _____

Contact Phone: _____

Signature Date: _____