

Complete all questions fully. The information below will be used to create a new account or update file information. Completed forms can be faxed (937-847-6470), emailed ([incometax@cityofmiamisburg.com](mailto:incometax@cityofmiamisburg.com)) or mailed (10 N First St, Miamisburg, OH 45342) to the City Income Tax Office.



**CITY OF MIAMISBURG & ASSOCIATED JEDDS  
ACCOUNT REGISTRATION / INFORMATION UPDATE**

Business Name		Federal Identification Number
Tax District Location (Worksite Employee(s) are reporting to or the Employee Address for Courtesy/Work from Home)		
Home Office Location (Worksite if outside Taxing District)		
Mailing Address		
Taxing District: <input type="checkbox"/> City of Miamisburg <input type="checkbox"/> Miami Crossing JEDD <input type="checkbox"/> Austin Center JEDD		
Date Business Began in Taxing District:	Purpose(s) of Registration: <input type="checkbox"/> Net Profit Filing <input type="checkbox"/> Employees Working in Tax District noted above <input type="checkbox"/> Courtesy Withholding <input type="checkbox"/> Employee Working from Home <input type="checkbox"/> Subcontract Labor <input type="checkbox"/> Other: _____	Business Type: <input type="checkbox"/> C-Corporation (1120) <input type="checkbox"/> S-Corporation (1120-S) <input type="checkbox"/> Partnership (1065) <input type="checkbox"/> Sole Proprietor (Schedule C) <input type="checkbox"/> Other: _____
Accounting Period: <input type="checkbox"/> Calendar Year OR <input type="checkbox"/> Fiscal Year (Month/Day Ending: _____)		
Business Contact Name		Business Contact Phone #
Business Contact E-Mail Address		Business Contact Fax #
Payroll Service (if applicable)		Payroll Service Contact Name (if applicable)
Payroll Service Contact E-Mail Address (if applicable)		Payroll Service Contact Phone # (if applicable)

Please note: If you are withholding for employees, an annual reconciliation must be filed along with copies of all W-2 forms by the last day of February.

If Subcontract Labor was performed within the Taxing District, copies of 1099-NEC or 1099-MISC issued must be submitted with your Net Profit Return. Please inform your preparer of this requirement.

**City of Miamisburg  
Income Tax Office  
Collecting Agency for:  
Miami Crossing JEDD  
Austin Center JEDD**