

AMHERST INCOME TAX DEPARTMENT
480 Park Ave
Amherst, OH 44001
Phone (440) 988-4212 Fax (440) 988-3749

COURTESY WITHHOLDING REGISTRATION

Courtesy withholding is payroll tax withheld as a "courtesy" to those employees who are residents of Amherst but do not perform work within the City of Amherst. If your employee is working in another taxing city, the courtesy rate should be 0.5%. If the employee is not withheld elsewhere, the courtesy rate should be 1.5%. Courtesy withholding is not mandatory.

| | |
|-----------------------------------|---|
| Company Name: _____ | Tax ID: _____ |
| DBA/Trade Name: _____ | Date beginning Payroll Withholding ____/____/____ |
| Main Office Address: _____ | Phone: () _____ |
| _____ | Fax: () _____ |
| Email Address: _____ | |

List below the names and addresses of the employees for whom your company will be remitting resident (courtesy) payroll withholding. If you prefer, the list can be emailed to incometax@amherstohio.org or faxed to (440) 988-3749. The list will be verified by our office to ensure that employees are residents of the City of Amherst. You will be notified of any issues.

Amherst Resident Information

| | |
|--------------------------------|--------------------------------|
| Employee Name: _____ | Employee Name: _____ |
| Employee Address: _____ | Employee Address: _____ |
| _____ | _____ |
| Employee Name: _____ | Employee Name: _____ |
| Employee Address: _____ | Employee Address: _____ |
| _____ | _____ |

Payroll Withholding Information

Withholding Rate .05% 1.5% Additional withholding (per employee request)

Remittance Frequency Monthly (required if over \$200 per month) Quarterly

| | |
|----------------------------------|------------------------------------|
| Mailing Address for _____ | Payroll Contact Name: _____ |
| W/H Forms: _____ | Phone: () _____ |
| _____ | |

OR: **Payroll Service (Your company FEIN is used as the Account Number)**

Payroll Company: _____

Address: _____

Contact Name / Dept: _____ **Phone:** () _____