

Village of Gambier
P.O. BOX 1994
GAMBIER, OHIO 43022

INCOME TAX DEPARTMENT
NEW BUSINESS QUESTIONNAIRE

PHONE (740) 427-2051
Taxadministrator@villageofgambier.org
WWW.VILLAGEOFGAMBIER.ORG

Note: Questionnaire is to be completed by any resident business located in the Village of Gambier or any nonresident business providing services or operating within the village.			
Corporate/Business			
Name DBA, if applicable _____		Federal ID Number _____	
Corporate Address _____		Corporate Phone Number _____	
_____		Corporate Fax Number _____	
Gambier Address _____		Gambier Phone Number _____	
_____		Gambier Fax Number _____	
Type of Business			
Sole Proprietorship		Partnership	
Corporation		Ltd. Liability Co.	
		S-Corporation	
		Non-Profit	
Accounting		Fiscal Year _____	
Calendar Year			
Names of Corporate Officers or Partners:			
Name	Street Address	City, State, Zip Code	Title
_____	_____	_____	_____
_____	_____	_____	_____
Nature of Operations			
Date operations are expected to begin in Gambier			
Number of Employees expected at Gambier location			
Date of first payroll			
Is this a courtesy withholding tax for a Gambier resident?		Yes	No
Indicate address to which payroll forms should be mailed:			
Gambier	Corporate	N/A-Payroll Service	
If a resident business, is Gambier location Rented (leased)?		Yes	No
If yes, please provide Name and Address of Landlord: _____			

I hereby certify that to the best of my knowledge the above information is true, correct and complete.			
Name	Title	Date	
_____	_____	_____	
(please print)			
Signature		Telephone Number	
_____		_____	
Email address			

All Contractors and/or Business Owners are herein advised that the Income Tax Ordinance of the Village of Gambier requires employers, doing business within Gambier, to withhold the proper amount of Income Tax on all employees earning wages, salaries, commissions, or other earned income. All businesses must also file on the net profits of all work or jobs performed. The current tax rate is 1.5% on both employee withholdings and net profit tax liabilities. All businesses that use Sub-Contractor labor must furnish the Village with a listing of all Sub-Contractors used, including Names, Federal ID/Social Security Numbers, and Addresses. The business owner is responsible for notifying all Sub-Contractors used of their tax liability to the Village.

If your business does not withhold the proper amount of Income Tax on all employees, attach a listing of all employees currently working and all employees who have worked for you during the last two (2) years. Include name, address, city/state/zip and social security number for each employee listed.

Note: The Village of Gambier does not assign account numbers to Business accounts we utilize your Federal Id number instead.