AMHERST INCOME TAX DEPARTMENT
480 Park Ave
Amherst, OH 44001
Phone (440) 988-4212 Fax (440) 988-3749
Email: incometax@amherstohio.org

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.

Business Name: _____ Fed ID or SSN: _____

Contact Name: _____

This number will be used as your account number, preceded by the number "3"

Address: _____

_____

Phone #: (____)_____ Fax #: (____)_____

Send Withholding Forms To:

_____ OR ____ Payroll Service (forms will not be sent)

_____

_____

❑ Account verification needed
(A fax will be sent to you to confirm account set-up)

Will remit withholding monthly ___ or quarterly ___

List below the names and addresses of the employees that your company will be remitting courtesy withholding for. 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 problems.

Name:	Address:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____