



www.blueash.com

Income Tax Division

4343 Cooper Road
Blue Ash, Ohio 45242-5699



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TTY (513) 745-6251
blueashtax@blueash.com

WELCOME TO THE CITY OF BLUE ASH

As a business operating within the City of Blue Ash, it is important that you are aware of rules in the City Tax Ordinance which may apply to you. The Blue Ash income tax is levied at the rate of one and a quarter percent (1.25%) on all qualifying wages (including sick and vacation pay), commissions and many other types of compensation, and the net profits from a business or profession. For more information, the City of Blue Ash Tax Ordinance and related tax forms can be obtained from the website at www.blueash.com.

WITHHOLDINGS

As an employer you are required to withhold income tax in the amount of one and a quarter percent (1.25%) from the qualifying wages of employees working in Blue Ash. Generally, the tax withheld must be remitted to the Blue Ash Tax Office no later than the 15th day of the month following such withholding. If your withholding liability is less than \$200 per month, taxes withheld may be remitted quarterly no later than the last day of the month following the end of the calendar quarter.

Additionally, if your business has associates or sales staff whose salary or other compensation does not require withholding, such as those on commission or considered as self-employed or sub-contractors, you must furnish this office with the names and addresses of those individuals.

NET PROFIT

With regard to businesses or professions, the one and a quarter percent (1.25%) net profit tax applies to any self-employed person, partnership, S corporation, corporation, limited liability company or other business entity within Blue Ash or doing business in Blue Ash. Filing is mandatory, which means that an annual Blue Ash Tax Return must be filed whether or not any tax is due. This return must be filed with us no later than the 15th day of the fourth month following your fiscal year end.

REGISTRATION REQUIREMENT

To properly set up your account, please complete and return the registration on the reverse side of this letter within thirty (30) days. A pdf fill in registration may also be found at www.blueash.com/departments/tax_office/forms.php.

If you have any questions, or find that you cannot return this form within thirty (30) days, please call the Tax Office at 745-8516, or stop by during office hours from 8:00 AM to 5:00 PM, Monday through Friday.

Thank you for your cooperation and compliance with the Blue Ash Tax Ordinance.
Sincerely,

BLUE ASH INCOME TAX DIVISION

CITY OF BLUE ASH CONFIDENTIAL BUSINESS REGISTRATION

NAME OF BUSINESS: _____
CORPORATE ADDRESS: _____
BLUE ASH ADDRESS: _____ SUITE: _____
NATURE OF BUSINESS: _____

FEDERAL ID/TIN NUMBER: _____
CORPORATE PHONE NUMBER: _____
CORPORATE CONTACT PERSON: _____
BLUE ASH PHONE NUMBER: _____
BLUE ASH CONTACT PERSON: _____
CONTACT EMAIL ADDRESS: _____
FAX NUMBER: _____
ACCOUNTING PERIOD: ___ CALENDAR YEAR or
(mark one) ___ FISCAL YEAR ENDING _____

TYPE OF BUSINESS (please mark one):

___ Sole Proprietorship ___ Partnership ___ S Corporation ___ Corporation ___ Ltd. Liability Co. ___ Non-Profit

NAMES OF CORPORATE OFFICERS (IF APPLICABLE):
PRESIDENT: _____ SS# _____
TREASURER: _____ SS# _____
LEASED EMPLOYEES? ___ SERVICE NAME _____
ADDRESS _____

NUMBER OF EMPLOYEES AT BLUE ASH LOCATION: _____
APPROXIMATE MONTHLY PAYROLL: _____
NUMBER OF LEASED EMPLOYEES AT BLUE ASH LOCATION: _____

STARTING DATE OF BLUE ASH ACTIVITY: _____
ARE THE PREMISES IN BLUE ASH RENTED/LEASED? ___
IF YES, FROM WHOM?: _____

PARTNERS (IF APPLICABLE):

Name	Address	SS#
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

NON-RESIDENT BUSINESS (CONTRACTORS, VENDORS, ETC.) TEMPORARILY CONDUCTING BUSINESS IN BLUE ASH:
ADDRESS OF BLUE ASH JOBSITE: _____
ATTACH COMPLETE LISTING WITH ADDRESSES AND PHONE NUMBERS OF ALL SUBCONTRACTORS

I CERTIFY THE ABOVE INFORMATION TO BE TRUE, COMPLETE, AND ACCURATE.

SIGNATURE: _____ TITLE _____ DATE _____

Please return completed form to: Blue Ash Tax Office, 4343 Cooper Road, Blue Ash, OH 45242-5699 or fax to (513) 745-8651