

ESTABLISHING A NEW WARREN CITY BUSINESS ACCOUNT

In order to establish a new Business Account and obtain a Warren Tax ID#, you must complete the Business and Professional Questionnaire available on this website and submit it to our office by mail, fax or email.

Here is a list of your Income Tax Obligations to the city of Warren:

First, if you have employees, you must withhold 2% tax from their total gross earnings and submit it to our office on a timely basis. If your tax is less than \$250.00 a month, you will submit it on a quarterly basis. If your tax is \$250.00 or more, you will submit it on a monthly basis. Once we receive the completed Questionnaire, an account will be set up and the appropriate withholding forms will be mailed to you.

Second, you must file a company tax return on any net profit or loss derived from your business in Warren.

Last, if anyone working in Warren is paid on a 1099, you are required to submit a copy of their 1099 to our office along with any W-2s and the Reconciliation of Tax Withheld.