



CITY OF WARREN, OHIO

INCOME TAX DIVISION

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Tax Administrator
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Dear Contractor:

This letter is to inform you of your Income Tax obligations to the City of Warren when you are doing work within the city limits.

First, you must withhold two percent (2%) tax from all employees working at the Warren location, and submit the withholding on a quarterly basis. If you do not perform work in Warren for any given quarter, you still must submit a "-0-" quarterly return.

Secondly, you must file a company tax return each year on the net profit or loss attributable to the work performed in our city.

Thirdly, you must provide our office with a list of Subcontractors that you use on any certain job located within the city limits. The information must contain their names, addresses and federal identification/social security numbers.

Enclosed please find a Contractor Questionnaire that we are requesting that you complete and return to our office. Upon receipt of this completed form, an account will be set up for your company, and all necessary forms will be sent to you at the appropriate times.

Your cooperation in this matter will be appreciated. If you should have any questions regarding your tax liability, please feel free to contact our office.

Thomas J. Gaffney, C.P.A.
Tax Administrator

171.99 Penalty: Whoever violates any provision of this chapter shall be fined not more than five hundred dollars (\$500.00) or imprisoned not more than six months, or both.