

MUST CHECK ONE

This is a Courtesy Withholding.
Employee(s) are residents but work elsewhere.

This is a Resident Withholding.
Employee(s) work from their home.

**ACCOUNT SET UP FOR RESIDENT WITHHOLDING****CITY OF BLUE ASH INCOME TAX DEPARTMENT**

4343 COOPER RD, BLUE ASH, OH 45242-5699

PHONE: (513) 745-8516 FAX: (513) 745-8651

EMAIL: blueashtax@blueash.com

Resident withholding is done by an employer located outside the City of Blue Ash for the benefit of employee(s) who are Blue Ash residents (and thus owe a 1.25% municipal tax on their wages). If you wish to set up a resident withholding account, please provide the information below.

If your employee is working in another taxing city, the Courtesy Rate would be the difference between the employment city's tax rate and the City of Blue Ash's rate, which is 1.25%. If the employee is not withheld elsewhere, the Resident Rate should be 1.25%.

BUSINESS NAME: _____

Courtesy Rate

FEDERAL ID OR SSN: _____

Please check one

CONTACT NAME: _____

 1.25%

MAILING ADDRESS: _____

 _____ %

PHONE NUMBER: _____ FAX NUMBER: _____

(difference between
other city
withholding and
Blue Ash Rate)

EMAIL: _____ START DATE: _____

The Payroll Department must complete this form. Please list the Name, Last four of Social Security number and Address of Employees for whom your company will be remitting withholding below. If you prefer, the list can be emailed or faxed. The list will be verified by our office to ensure that employees are residents of the City of Blue Ash. You will be notified if there are any concerns

NAME	LAST FOUR SSN	ADDRESS

If Additional Spaces Are Needed Please Attach a Complete List Including the Above Information

NOTE: An annual reconciliation along with copies of W-2(s) is required by February 28th of the following year for all withholding accounts