

**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:** \_\_\_\_\_

**FEDERAL ID OR SSN:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **FAX NUMBER:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **START DATE:** \_\_\_\_\_

Courtesy Rate

Please check one

☐

1.25%

☐

\_\_\_\_\_%

(difference between  
other city  
withholding and  
Blue Ash Rate)

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 28<sup>th</sup> of the following year for all withholding accounts**