

# VILLAGE OF CONVOY

## INCOME TAX DIVISION

P.O. BOX 310  
Phone: (419)749-2266

123 SOUTH MAIN STREET

CONVOY, OH 45832  
Fax: (419)749-2266

### APPLICATION FOR WITHHOLDING ACCOUNT

NAME OF COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

MAILING ADDRESS (IF  
DIFFERENT) \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

FEDERAL ID NUMBER \_\_\_\_\_

CONTACT PERSON FOR PAYROLL \_\_\_\_\_

NAME & ADDRESS IF ANOTHER COMPANY PREPARES PAYROLL:

\_\_\_\_\_

\_\_\_\_\_

NUMBER OF EMPLOYEES WITHHOLDING FROM \_\_\_\_\_

DATE WITHHOLDING WILL START \_\_\_\_\_

THE TAX RATE IS 1% AND MAY BE REMITTED MONTHLY OR QUARTERLY  
WILL REMIT

MONTHLY \_\_\_\_\_ QUARTERLY \_\_\_\_\_

NAME OF PERSON PREPARING APPLICATION: \_\_\_\_\_

PHONE NUMBER WHERE THEY MAY BE REACHED: \_\_\_\_\_

MAIL THE COMPLETED FORM TO:

OR FAXED TO: (419)749-2266

VILLAGE OF CONVOY

TAX DEPARTMENT

P.O. BOX 310

CONVOY, OH 45832-0310

**ALL FORMS ARE AVAILABLE ON THE WEBPAGE: [villageofconvoy.com](http://villageofconvoy.com)**

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OFFICE USE ONLY:

ACCOUNT NUMBER ASSIGNED \_\_\_\_\_

DATE INPUTED \_\_\_\_\_

BY \_\_\_\_\_