



CITY OF FAIRLAWN – DIVISION OF TAXATION
3487 S SMITH RD, FAIRLAWN, OH 44333
PO BOX 5433, FAIRLAWN, OH 44334
(330) 668-9525 (330) 668-9565 FAX
www.fairlawn.us

Date: _____

Net Profit Account # _____

Withholding Account # _____

2024 CITY OF FAIRLAWN BUSINESS QUESTIONNAIRE

The City of Fairlawn imposes a 2% Net Profit Tax and 2% Payroll Withholding Tax on all businesses and employees working within the City of Fairlawn. Please complete and return this questionnaire within 10 days to PO Box 5433, Fairlawn, OH 44334.

In order to obtain the required Zoning Use Certificate, contact the City of Fairlawn Building & Zoning Dept at (330) 668-9502.

Corporate Name: _____

Local Name: _____

FEIN or SSN: _____ Year End Date: _____

Fairlawn Location: _____

Address of Main Office: _____

Nature of Business: _____

If PEO, Name & FEIN of Client: _____

Date Started in the City of Fairlawn: _____

Number of W-2 Employees Working in the City of Fairlawn: Full-Time _____ Part-Time _____

Is your Fairlawn withholding tax in excess of \$200.00 per month? _____ Payroll Co/OBG Used: _____

Do you issue 1099's to non-employees working in Fairlawn on behalf of your company? Yes _____ No _____
 Please be aware that copies of 1099's are due by January 31st.

Type of Ownership: Sole Proprietorship ___ LLC ___ Corporation ___ Partnership ___ Non-Profit Corporation ___

If net profit return is not filed and paid in full by the business, list names and addresses of those responsible:

ADDRESS TO WHICH TAX FORMS ARE TO BE MAILED, IF NEEDED:

Send business net profit tax form to:

Send withholding report tax form to:

Name: _____

Name: _____

Attn: _____

Attn: _____

Address: _____

Address: _____

City/State/Zip: _____

City/State/Zip: _____

Phone Number: _____

Phone Number: _____

Email: _____

Email: _____

PEO Name/FEIN: _____

COMPLETE ADDITIONAL QUESTIONS ON REVERSE SIDE

2024 CITY OF FAIRLAWN BUSINESS QUESTIONNAIRE (CONTINUED)

List addresses of real estate properties owned within the City of Fairlawn for which you receive rental income:

If you occupy a Fairlawn property for which you pay rent, list property owner’s name and address:

If you are not located in the City of Fairlawn, do not perform work within the City and withhold as a **courtesy only** for a Fairlawn resident, list resident’s name and address:

If you are a **contractor** doing business in the City of Fairlawn, list project address:

If you have a **remote or hybrid employee** working from their Fairlawn home, list resident’s name and address:

Would you like your account numbers mailed, emailed, phoned, or faxed to you? _____

NAME: _____ PHONE: _____ DATE: _____

2024 NET PROFIT INFORMATION

Due Dates: Companies on a calendar year are required to file annual returns by April 15th. Companies on a fiscal year are required to file annual returns by the 15th day of the 4th month following the entity’s year-end.

Estimated Payments: Percentage of estimated tax liability must be paid by 15th day of fourth month 22.5%, 15th day of the sixth month 45%, 15th day of ninth month 67.5% and 15th day of twelfth month 90% to avoid penalty and interest charges.

Extensions: Fax (330) 668-9565 or mail a copy of your Federal Extension by the due date and you will be granted a city extension until the 15th day of the 11th month following the entity’s year-end.

Delinquency: For returns received after the due date or extension date a \$25 late filing fee will be imposed. In addition, penalty of 15% of tax due and interest of 10% of tax due per year will be imposed.

De Minimis: No remittance is required if the tax due is \$10 or less. Overpayments of \$10 or less will not be refunded.

2024 WITHHOLDING INFORMATION

Due Dates: Monthly filers are due by the 15th day of the month following the month’s end. Quarterly filers are due by the last day of the month following the end of each quarter.

Monthly Threshold: Payments are due monthly if prior year withholding taxes exceeded \$2,399; or withholding taxes in any month of preceding calendar quarter exceeded \$200.

Reconciliation: An annual reconciliation of your employees’ wages and copies of W-2s are due by the last day of February. For reconciliation forms received after the due date, a \$25 late filing fee will be imposed.

Delinquency: Penalty of 50% of tax due and interest of 10% of tax due per year will be imposed on tax received after the due date.

De Minimis: No remittance is required if the tax due is \$10 or less. Overpayments of \$10 or less will not be refunded.

Occasional Entrants: Employer is exempt from withholding taxes for employees working 20 or fewer days in Fairlawn.

TAX REVIEW BOARD

Any person dissatisfied with any ruling, decision, late fee, penalty, or interest imposed by the Tax Administrator may appeal by written request to the Tax Review Board, c/o City of Fairlawn, PO Box 5433, Fairlawn OH 44334.