



# CITY OF CELINA, OHIO

ONE OF THE BEST 100 SMALL TOWNS IN AMERICA

## CELINA TAX ACCOUNT REGISTRATION

INCOME TAX  
OFFICE

ROXANN SHAFFER  
ADMINISTRATOR

JODI ZIMMERMAN  
TAX CLERK

Company Name: \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_

Email \_\_\_\_\_

Contact Person \_\_\_\_\_

Federal ID # \_\_\_\_\_

Project Address: \_\_\_\_\_

Proposed start date; \_\_\_\_\_

Accounting Period: \_\_\_\_\_ Calendar Yr. \_\_\_\_\_ Fiscal Yr. ( \_\_\_\_\_ )

Type of Ownership: \_\_\_\_\_ Corporation \_\_\_\_\_ Proprietorship  
\_\_\_\_\_ Partnership \_\_\_\_\_ Non-Profit Assoc.

Do you have one or more employees: \_\_\_\_\_ Yes \_\_\_\_\_ No

Will you use sub-contract labor: \_\_\_\_\_ Yes \_\_\_\_\_ No

\*\* This is a courtesy withholding tax request only \_\_\_\_\_  
(Resident employee's address: \_\_\_\_\_)

Please note when project sites are located within the corporation limits of the City of Celina, they are subject to tax filing requirements. Complete this form and return it to the address listed below within the next fifteen days or email it to [celinatax@celinaohio.org](mailto:celinatax@celinaohio.org).

The Tax Ordinance may be viewed on the city web site and all tax forms are available for printing. <https://www.celinaohio.org/city-government/taxes/>

Office hours are 8:00 am to 4:30 pm; please call with any questions or concerns.

Roxann Shaffer  
Tax Administrator

225 NORTH MAIN STREET ~ P.O. BOX 117 ~ CELINA, OHIO 45822

PHONE: 419/586-2594 FAX: 419/586-2577

[WWW.CELINAOHIO.ORG](http://WWW.CELINAOHIO.ORG)