



REGISTRATION FORM

INCOME TAX DEPARTMENT

1868 E. Perry Street, Port Clinton, OH 43452

(419) 734-5522 Option 4

Registration is required if you live within the City Limits or will be conducting business including owning any type of rental property. Residents, Landlords – (Long Term, Short Term, Seasonal etc.) & anyone conducting business within the city limits is required to file a city income tax return each year. If you are a business, a business questionnaire is also required to be completed. A city income tax return is required to be filed each year by April 15 unless the date has been changed by the Internal Revenue Service. All information is confidential. **(Persons under the age of 18 years are not subject to Port Clinton Income Tax, however, proof of age must be provided).**

Please complete and return this information within 10 days.

1. Are you a new resident? Yes ___ No ___
2. Are you a business? Yes ___ No ___ (A business registration is also required to be completed)
 - Are you renting or did you purchase the property? _____
 - If you purchased the property, when did you purchase it? _____
 - If you are renting, when did your lease start? _____
 - If you are renting, who is your Landlord?
 - Name: _____
 - Address: _____
 - Phone Number: _____
 - Is the property you purchased rental property? Yes _____ No _____
 - If the property is being used as rental property, for what purpose? Please list all uses – Refer to Landlord Reporting Requirements to report semi-annual renter information.

2. List everyone 18 years and older who will be living at the property

Name: _____	(SSN)	_____
Spouse: _____	(SSN)	_____
Names: _____	(SSN)	_____
_____	(SSN)	_____
_____	(SSN)	_____

3. Previous Address and Date Moved In and Out : _____

If a non-resident, what is your mailing address?

4. Telephone Number: _____ Email _____

5. Employer Name & Address: Provide information on all wage earners:

Name: _____	Employer Name:	_____
Spouse: _____	Employer Name:	_____
Names: _____	Employer Name:	_____
_____	Employer Name:	_____

6. Does your employer withhold City of Port Clinton taxes? Yes _____ No _____

Signature of person(s) completing form: _____

The City of Port Clinton requires at least 90% of your total tax liability be withheld or paid in equal installments, or be subject to a penalty. The 90% tax liability is due each year by December 15th. A system of quarterly declarations of estimated income tax is available to those persons not subject to withholding by their employers or those who have additional income from other sources. You may contact the Income Tax Department for these forms or visit our website at www.portclinton.com. Thank you for your cooperation. The current tax rate in the City of Port Clinton is 1.5%. If you pay another municipality tax, 0.5% courtesy credit is given in the City of Port Clinton.