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CITY OF CANBY TRANSIT TAX REGISTRATION FORM FOR BUSINESSES EXEMPT FROM THE CITY BUSINESS LICENSE PROCESS

Business Name _____ DBA- Doing Business As _____

Business Mailing Address _____ City _____ State _____ Zip _____

Employee Work Location (if different than above) _____ City _____ State _____ Zip _____

Business Phone _____ Email Address _____ Type of Business _____

Owner/Manager Name _____ Owner/Manager Phone _____ Owner/Manager Email _____

Accounting/Payroll Contact Name _____ Accounting/Payroll Phone _____ Accounting/Payroll Email _____

Please check the following statement that applies to your business:

I have employees and receive non-payroll income from the profits of my business (report a profit/loss on IRS Schedule C).

I have employees (myself included).

I have no payroll but receive income from the profits of my business (report a profit/loss on IRS Schedule C.)

Payroll service companies may file their own tax form as long as it is equivalent to the City's form. Once a payroll service reports using their own form the City will no longer mail out the tax forms. A transit tax account number will be provided to you, please include this number on all forms and correspondence.

If you are a PEO please include a list of the co-employers you are reporting for.

All wages and self-employment income earned within the Canby Urban Growth Boundary are subject to Canby Area Transit tax. Tax return forms will be sent quarterly and/or annually as applicable and must be filed for wages/earnings in the Canby Transit District. If there are no wages/earnings in a reporting period a zero return must still be filled.

The information provided on this form is true and complete to the best of my knowledge. I agree to comply with all ordinances of the City of Canby related to the filing of Canby Area Transit Tax.

Applicant's Signature _____ Title _____

Federal Tax ID Number/EIN Number _____ Date _____

City of Canby Office Use Only:

Date Received: _____ Transit Account No. to be Assigned: _____