

**Sycamore Township Kenwood Southwest JEDZ**  
**C/O Amberley Village**  
**7149 Ridge Rd.**  
**Cincinnati OH 45237**

Kenwood/Sycamore Township Business

RE: Business and/or Withholding Account for Kenwood Southwest JEDZ (SWJEDZ)

Dear Taxpayer(s):

Our office is sending a Business Questionnaire that is required to be filled out by all businesses withholding for and/or doing business in the Sycamore Township JEDZ. Please remit to our office within ten (10) days from the receipt of this letter.

Employees working in SWJEDZ: It is required to withhold taxes on all employee qualifying wages at the rate of .75%. Qualifying wages are wages as defined by the Internal Revenue Code Section 3121 (a) or generally the Medicare Wage box on the W-2. The remittance of the tax withheld from the employees must be filed either on a quarterly or monthly basis.

An annual reconciliation form that reconciles all the withholding payments made to the JEDZ with the withholding on the W-2 is due by February 28<sup>th</sup> of the following year. Copies of all W-2's involved with the Sycamore Township JEDZ must be attached to the reconciliation. Also, if the Medicare Wage Box is not the largest wage figure on the W-2, a written explanation is required.

Doing business in Sycamore Township SWJEDZ: It is required to file an annual business Return. A .75% tax is imposed on net profits earned within the SWJEDZ on the company's Federal return filed with the Internal Revenue Service (e.g. Form 1120, Schedule C...), and on the owner's share of pass thru entities (e.g. Form 1120S, 1065...) A copy of the Federal Return is due with the Business Return. If the company is a sole proprietorship company's owner will include his/her Schedule "C" income on a Sycamore Township JEDZ Business Tax Return. If the company conducts business both within and outside the JEDZ, Schedule Y, "Business Appropriation Formula", determines the company's tax liability percentage for the JEDZ.

All Business Returns must be filed by the Federal Income tax deadline, usually April 15<sup>th</sup>. We ask that extension requests for filing be submitted in writing to the Amberley Village Income Tax Office on or before the original due date. A copy of the company's Federal Extension request should be included. If there are any questions, please contact our office at the phone number or e-mail listed below.

Sincerely,

*Kenneth Smallwood*  
*Tax Administrator*

**Phone: (513)531-0130 Fax: (513)531-8154 Email:taxoffice@amberleyvillage.org**

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