

Geauga County Auditor Payroll Dept.
Employee Address/Municipal Tax Form

Name: _____

Employee ID# or Last 4 of SSN: _____

New Employee Residence Address: _____
(No PO Box) _____

Residence Community: _____
(include City, Village, Township)

Principal place of work: _____
(i.e. Sheriff Post II, Water Resources McFarland WWTP, etc.)

Work Community/: _____
Principal place of work (include City, Village, Township)

Please note that per ORC 718.011, your principal place of work is defined as "the fixed location to which an employee is required to report for employment duties on a regular and ordinary basis." It is also defined as "the location in this state at which the employee spends the greatest number of days in a calendar year performing services for or on behalf of the employee's employer."

I understand that per ORC 9.42, the Geauga County Auditor's Office is required to withhold any applicable Municipal Residence Tax and/or Municipal Work Tax from my pay and I have reported my residence and work community to the best of my knowledge. It is my responsibility to notify my employer and the Auditor's Office should a change in my residence or work community occur.

Employee signature _____ Date _____

As the hiring authority, I attest that the work community as submitted by my employee is correct to the best of my knowledge.

Dept. Head/Elected Official
Signature _____ Date _____

| | |
|-------------------------------------|--------------------------------|
| Auditor's Office Use Only | |
| _____ Remove previous residence tax | _____ Remove previous work tax |
| _____ Add new residence tax | _____ Add new work tax |