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## ***Employer Local Tax Fact Finder***

Some locales have multiple taxes. Please fill-out a Fact Finder for each tax.

|                              |
|------------------------------|
| Business Name: _____         |
| Tax Jurisdiction Name: _____ |
| Name of the tax: _____       |

### **Address of where the taxes are submitted & contact information:**

\_\_\_\_\_ City

\_\_\_\_\_ Street \_\_\_\_\_ Zip

### **Account number to be referenced when remitting the funds:**

\_\_\_\_\_

### **Amount of the employee's pay that should be deducted for the tax:**

Resident % Amt. \_\_\_\_\_ Resident \$ Amt. \_\_\_\_\_

Non-Resident % Amt. \_\_\_\_\_ Non-Resident \$ Amt. \_\_\_\_\_

### **How often does this tax need to be remitted?**

\_\_\_\_\_ Monthly \_\_\_\_\_ Quarterly \_\_\_\_\_ Yearly \_\_\_\_\_ Other \_\_\_\_\_

### **Is this tax to be deducted from every new employee?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

***Please remember to forward all notices that reference tax issues to the Primepoint Tax Office.***

Please Note: Primepoint charges \$7.00 per month for each additional tax jurisdiction for which taxes need to be collected and remitted. This fee also includes the generation and delivery of reports for your tracking, record keeping, and general information.

**Fax this for to 609-298-6742 -- No cover sheet is needed.**