



NEWTON FALLS INCOME TAX
 419 N CENTER ST
 NEWTON FALLS, OH 44444
PHONE (330) 872-0080 FAX (330) 872-1065
 E-mail Address: incometax@ci.newtonfalls.oh.us
 Office Hours: Monday – Friday 8am – 4:00pm

SUB CONTRACTOR LETTER

Company Name _____
 Address _____
 Phone Number _____

Dear Sir:

In order that our City Income Tax Department can count its share of taxes from income earned by your independent sub trades and brokers while working in Newton Falls, please supply us with the following:

1. The names and addresses of the independent sub or broker who have no taxes deducted by your Company.
2. The addresses of jobs from which the income was derived. We will then send the appropriate forms to each sub.

In regards to the net profits earned by your company, we will send the appropriate forms to you.

FOR THE YEAR _____

SUB'S NAME	SUB'S ADDRESS	ADDRESS WHERE INCOME EARNED
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IF ADDITIONAL SPACES NEEDED, PLEASE CONTINUE ON BACK

Please return this form to our office within the next ten days. Your promptness will be greatly appreciated. If you should have any questions please contact our office.