

City Of Monroe

**P.O. Box 628
Monroe, Ohio 45050
513-539-7374 Option 3(office)
513-539-6209 (fax)**

Dear Monroe Business:

The City of Monroe imposes an Income Tax of 1.5% on Net Profits derived from conducting business within the City. The flea market booths are considered a business operating within the City limits. This letter outlines the requirements for filing and paying City Income Tax as a Business (flea market) located in the City.

An annual return must be filed each year by April 15th. The 1.5% tax is determined by the Federal Schedule C or by manually tracking sales and expenses. Records of all business transaction must be made available annually in determining a profit or loss. In other words, you must keep records of all business transactions made in Monroe regardless even if you consider your business a hobby. This would include all booths, indoor and outdoor vendors.

If you have employees, you must file 1.5% on any wages earned and remit to the City of Monroe. Forms (W-1) for remitting are available by calling our office or online at www.monroeohio.org. You must file an annual withholding return as well (W-3), which is also available at the above website.

If an Extension of Time for filing is needed, a request must be submitted in writing to the Tax Office prior to the due date of the return. A copy of the Federal Extension can be used for this request.

Please complete the registration on the back side of this letter and return to the Tax Office within 10 days from the date of opening. If you have any questions, please do not hesitate to call the Tax Office.

Sincerely,

Kristina Mayes
Tax Commissioner

CITY OF MONROE FLEA MARKET REGISTRATION

Flea Market: Trader's World Treasure Aisles

Business Name: _____

Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Telephone Number: _____

Social Security Number or Federal Identification Number: _____

Nature of Business: _____

Date of Opening: _____

Please mail to: City of Monroe, P.O. Box 629, Monroe, Ohio 45050

Or Fax to: City of Monroe at 513-539-6209