

City of Moraine

Income Tax Division

Dear Business Owner,

According to Administrative Code 181.06(e), *every business that hires a leasing company to obtain temporary employees shall furnish...a list of the names of all person's being leased...*

The required information is to be reported semi-annually, by January 30th and by July 30th, to the Income Tax Division. The required information is due within 30 days, from the date of this letter. If this notice doesn't pertain to you as a company, leasing employees, please return this to the income tax division. Please complete both sides of this letter and return to address below. If additional space is needed, please attach a separate sheet.

Leasing Company Roster

MORaine COMPANY	NAME OF LEASING COMPANY	CONTACT NAME AND PHONE NUMBER @ LEASING CO.	HIRE DATE	NUMBER OF EMPLOYEES

Sincerely,
Lora Marlett
Income Tax Division