

ACCOUNT INFORMATION UPDATE

Complete all questions fully. The information below will be used to update information currently on file.

BUSINESS NAME _____

NATURE OF BUSINESS _____

JEDD LOCATION _____

HOME OFFICE LOCATION _____

HOME OFFICE TELEPHONE _____ FAX _____

CONTACT PERSON _____

E-MAIL ADDRESS _____

DATE BUSINESS BEGAN IN THE JEDD _____

NAME AND ADDRESS OF STATUTORY AGENT _____

DO YOU SUBCONTRACT LABOR TO PERFORM WORK IN THE JEDD YES NO

If YES, copies of 1099's issued and/or a schedule showing a breakdown of amounts paid, how much of said work was performed in JEDD, names to whom paid including addresses, social security numbers and/or federal identification numbers, must be submitted to this office by April 15.

DO YOU HAVE EMPLOYEES WORKING IN THE JEDD YES NO

If YES, copies of employee W-2 forms must be submitted by February 28.

Employers with more than 250 employees may submit W-2 information electronically using the Social Security Administrators MMRED-1 filing requirements by March 31.

Please refer to City of Springfield Codified Ordinance, Chapter 195.