Fairfield County
New Vendor Reporting Form

Effective January 1, 2003 Ohio Revised Code Section 3121.89 requires all Ohio Employers, both public and private, to report all **independent contractors** to the State of Ohio within 20 days of contract date. Information about the reporting requirement is available at the following web site: www.oh-newhire.com

Send Completed forms to:
Fairfield County Auditor – Finance Department
210 East Main Street
Lancaster, OH 43130
Fax: (740) 681-7225

Q. Who is considered an Independent Contractor for reporting purposes?

A. ***An Individual, Sole Shareholder of Corporation, or Sole Member of Limited Liability Company (LLC) who provides service to the county regardless of amount of pay or length of work.***

Section 1. Reporting Information

Business Status: Individual/Sole Proprietor **(Individuals immediately proceed to Section 2.)**
Corporation LLC Other _____

Name of Business

Employer Identification Number (If applicable)
__ - _____

Is this business owned by a sole proprietor, sole shareholder of the corporation or sole member of the LLC? Yes No

If answered Yes, proceed to Section 2.
If answered No, proceed to Section 3.

Section 2.

New Requirement for: Individual/Sole Proprietor/Sole Shareholder of Corporation/Sole Member of LLC

Social Security Number (SSN): **Date of Birth:**

First Name Middle Initial

Last Name:

Address:

City: State: Zip Code (5 digit)

Phone Number Fax Number
___ - ___ - ____ ___ - ___ - ____

Section 3.

I attest, under penalty of perjury, that to the best of my knowledge the information provided is correct.

_____ _____
Signature **Date**

To Be Completed By Deputy Auditor

Fairfield County Federal Employer ID Number
__ - _____

Deputy Auditor: Date:

Vendor Number: Date of Contract: State of Contract:

Social Security Number and Date of Birth are new requirements. Incomplete forms will not be accepted.

Questions? Call us at (740) 687-7160 This form may be duplicated