

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 30<sup>th</sup> and by July 30<sup>th</sup>, to the Income Tax Division. The required information is due within 30days, 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
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Sincerely, Lora Marlett Income Tax Division