

## INDIVIDUAL TAX RETURN PREPARATION CHECK LIST (COMPLETE BEFORE SUBMITTING TAX RETURN)\*

An incomplete return is not a filed return and can subject your account to late filing penalties. Please review this return checklist BEFORE submitting your City of Tiffin return:

\_\_\_ Names of both taxpayers (if applicable) on the return?

\_\_\_ Current address on the return?

\_\_\_ Social Security number(s) on the return?

\_\_\_ Email address and phone number on the return?

\_\_\_ If you have no City taxable income, have you completed the Exemption on page 2 of the tax form?

\_\_\_ If you have City taxable income, have you included:

- Copies of all W-2's? Multiple copies may be required if your employer prints your Medicare (box 5) Wages on a different W-2 than city tax withheld. To receive credit for city tax withheld, a W-2 showing each city for which taxes were withheld is required.
- Copies of any 1099-Misc?
- Copies of any Federal Schedule C's if you were self-employed?
- Copies of any Federal Schedule E's if you had rental property?
- Copies of Federal 1040, Schedule A and Schedule 2106 if you are deducting employee business expenses?
- Worksheet showing calculation of any proration of income and/or credits for partial year residency?
- If you moved in or out of the city, have you listed the date you moved?
- Any other proof of income, credits or expenses not included in the list above?

\_\_\_ Has the return been signed and dated by the taxpayer(s)? **Both signatures required on joint returns.**

\_\_\_ If you had a tax preparer prepare your return, has he or she signed it and listed his/her phone number? **NOTE: Most tax preparers will prepare but not file your Tiffin return. Taxpayers are responsible for ensuring that their returns are filed with the City. Your tax return is not filed with the City of Tiffin until we receive a complete return with all the required information and attachments.**

\_\_\_ Have you included your payment with your return? Checks or money orders should be made payable to City of Tiffin. Credit card payments are accepted with a convenience fee of \$3.50 charged. Even if you cannot pay your balance due by the filing deadline, you should still file your return on time to avoid late filing penalties.

**DO NOT ATTEMPT TO ELECTRONICALLY FILE YOUR CITY OF TIFFIN RETURN VIA TURBO TAX® OR ANY OTHER TAX PREPARATION SOFTWARE - WE WILL NOT RECEIVE IT!!**