

# IMPORTANT CITY TAX INFORMATION

## City tax returns and payments are due by July 15, 2020

**Beginning July 6<sup>th</sup>, 2020 the office is open by appointment only.**

**Residents may make appointments over the phone but will be required to wear face coverings over their nose and mouth for the duration of the appointment and use hand sanitizer upon entering the building.**

To protect the safety of the public and city employees, the tax staff will be unable to provide in person tax preparation. Options to file include U S Mail, placing your return in the night deposit box, by email at [taxinfo@tiffinohio.gov](mailto:taxinfo@tiffinohio.gov) or by fax at 419-448-5406. If a receipt of payment is desired, please enclose a self-addressed stamped envelope with your return or payment.

Tax staff will still offer tax preparation assistance if you drop your information off to us by one of the methods listed above. They will also be available by phone at **419-448-5405** to answer questions.

To have staff prepare your return, please fill out and sign a tax preparation agreement or the top section of a City of Tiffin Income Tax form and include all applicable documents as listed below. If you do not have access to the forms, your return will still be prepared if you enclose a signed note with the same information required on the form. All forms are available on our website, at the post office and public library lobby and located in a cart outside our office door during normal business hours. If your return is not previously prepared, tax staff will prepare the return and a copy will be mailed to you. Please note that you **MUST** list a phone number or email address where you may be contacted with questions.

Returns **cannot** be processed without the following information:

*Name(s) and signature(s) of taxpayer (both required if filing a joint return)*

*Current address*

*Email address and phone number*

*Social Security number*

- *Copies of Federal 1040 page 1 and Schedule 1 if applicable*
- *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 W-2G for gambling income*
- *Copies of any 1099-Misc*
- *Copies of any Federal Schedules C (self-employment), E (rental property & K-1 income), F (farm income)*
- *If you moved in or out of the city, please list the date you moved*
- *Any other proof of income, credits or expenses not included in the list above*

*Your return (information) should be submitted to one of the following:*

*Mail: City of Tiffin Income Tax Department, P.O. Box 518, Tiffin, OH 44883*

*Email: [taxinfo@tiffinohio.gov](mailto:taxinfo@tiffinohio.gov)*

*Fax: 419-448-5406*

*You may also put your information in an envelope and drop it into the night depository box in the side of the building or the deposit slot in the front counter of tax lobby when the office reopens.*