



WASHINGTON COURT HOUSE

Ohio

740.636.2342 cityofwch.com

If you would like the city income tax department to prepare your return for you, fill out this sheet, attach your tax documents, drop it off or mail to:
117 N Main St, Washington C H, OH 43160

Individual Municipal Income Tax Drop-Off Sheet

Step 1: General Information

Name: _____

Current Street Address: _____

City, State and ZIP Code: _____

Social Security Number (Last 4 digits only): XXX-XX-_____ Tax Year: _____

Filing Status:

☐ Single or married filing separately

☐ Joint Spouse Name: _____ Spouse SSN: XXX-XX-_____

Complete if you have moved since January 1 of the applicable Tax Year:

Previous Street Address: _____

City, State, and ZIP Code: _____

Move date out of previous address: _____

Check any of the boxes if the situation applies to you:

- ☐ You are under 18. Provide Date of Birth: _____ (include copy of your driver's license or birth certificate)
- ☐ You are retired. Provide retirement date: _____
- ☐ Your spouse is retired. Provide Spouse retirement date: _____
- ☐ You have No Municipal Taxable Income to report for the entire year*

Step 2: Documentation (Documents will NOT be returned)

Include copies of the following documents, **in an envelope**, if applicable to your situation:

- ☐ W-2s (include the copies with Medicare wages and local tax listed)*
- ☐ W-2Gs Gambling Winnings (include the copies to be filed with Employee's City of Local Tax Return)*
- ☐ Schedule C - Profit or Loss from Business*
- ☐ Schedule E - Supplemental Income and Loss (includes Rental Income)*
- ☐ Other Income (1099-NEC/MISC, Schedule F-Profit or Loss from Farming, 4797-Sales of Business Property Income)*

* Include first two pages of your Federal Form 1040 and Schedule 1.

Signature _____

Date: _____

May we call you if there are questions? ☐ Yes ☐ No Contact Phone Number: _____

Put this sheet with your tax documents in an envelope and drop-off or mail to:

Washington Court House Income Tax
117 N Main Street
Washington Court House, OH 43160

Drop off after hours at:

City of Washington Court House
105 N Main Street
Washington Court House, OH 43160