



614-237-9803  
Whitehall-oh.us

We are providing drop-off service as contact-free option to traditional in-person assistance. If you would like us to prepare your return for you, fill out this sheet attach your tax documents and drop it off at the location listed below.

## Individual Municipal Income Tax Drop-Off Sheet

### Step 1: General Information

Name:

Current Street Address or P.O. Box Number:

Social Security Number:

Tax Year:

Filing status:

☐ Single or married filing separately

☐ Joint      Spouse Name:

Spouse SSN:

Complete if you have moved since January 1, 2022:

Previous Street Address or P.O. Box Number:

City, State, and ZIP Code:

Move out date 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 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 to be filed with Employee's City or Local Tax Return)

☐ W-2Gs Gambling Winnings (include the copies to be filed with Employee's City or 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 Whitehall call you if there are questions? ☐ Yes ☐ No

Contact Phone Number:

Put this sheet with your tax documents in an envelope and drop-off at:

#### City of Whitehall

Income Tax Division  
360 S Yearling Road  
Whitehall, OH 43213

**Save a trip? Mail this sheet and your tax documents to the following address:**

City of Whitehall  
Income Tax Division  
360 S Yearling Road  
Whitehall, OH 43213