



City of St. Marys
Department of Taxation

419-300-3198
www.cityofstmarys.net

Our physical doors are staying closed to the public for now, however, we are providing drop-off services as a contact-free option to traditional in-person assistance. **If you would like the City of St. Marys to prepare your return for you, fill out this sheet, attach your tax documents and drop it in the night drop box at the City of St. Marys office or mail it into our office.**

SUBMIT BY APRIL 1, 2021

Online Filing Option Available on our website.

Individual Municipal Income Tax Drop-Off Sheet

Step 1: General Information

Name: _____

Current Street Address or PO Box Number: _____

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, 2019:

Previous Street Address or PO 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/Your spouse are/is retired. Provide retirement date: _____

You have no municipal taxable income to report for the entire year. State how you were supported: _____

Step 2: Documentation (Documents will NOT be returned)

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

First page of your Federal 1040 and Schedule 1

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 (1099NEC/MISC, Schedule F – Profit or Loss from Farming, 4797 – Sales of Business Property Income)

Signature _____ Date: _____

May the City of St. Marys call you if there are questions? Yes No Contact Number: _____

Put this sheet with your tax documents in an envelope and drop off at St. Marys Drop Box or Mail to

**City of St. Marys
Department of Taxation
106 E Spring Street
St. Marys, Ohio 45885**