

CITY OF EAST LIVERPOOL INCOME TAX DEPARTMENT

126 WEST 6TH STREET
EAST LIVERPOOL, OHIO 43920
330-385-5437

HOURS: MONDAY –FRIDAY 8:15-12:00 AND 1:00-4:15
CLOSED FOR LUNCH 12:00-1:00

What We Need

1. **For tax year 2006:** W-2(s), 1099M(s). If you own a business, we need Federal Schedule C. If you own rental property, we need Federal Schedule E.
2. **For tax year 2007-present:** W-2(s), 1099M(s), Federal Form 1040, 1040A or 1040EZ. If you own a business, we need Federal Schedule C. If you own rental property, we need Federal Schedule E.
3. If you did **NOT** work and did **NOT** file with the IRS, we need an **SEQY REPORT** from the Social Security Office. You must have ID to get this report.

How to Get the Above Information if You Do Not Have it:

1. If you had someone prepare your taxes: Ask them to see if they have copies.
2. Contact your employer for copies of W-2's. If you had them withhold City tax for you, we must have them to give you credit.
3. Contact the IRS for copies. For tax years 2006 and 2007, ask for **ACCOUNT TRANSCRIPTS**. For tax years 2008-present, ask for **RETURN TRANSCRIPTS**. We have the information and forms, just ask.
4. To get an SEQY report from Social Security, take your valid ID to the Social Security Office, located behind the Hot Dog Shoppe, and ask them for an SEQY report.

If You Did Not Live in the City, We Need One of the Following :

1. Post Office change of address
2. Lease or Purchase Agreement
3. Driver's License or State ID
4. Voters Registration
5. Court Document
6. Federal Tax Return