

**WHEN FILING A CITY INCOME TAX RETURN YOU MUST HAVE:**

- A **SIGNED** City of East Liverpool Income Tax Return
- W2's and/or 1099's
- Page 1 of Federal 1040,1040A or 1040EZ
- Schedule E for rentals
- Schedule C for self-employment

**IF YOU DID NOT WORK:**

You **MUST** go to the Social Security Office and obtain an **SEQY Statement** (photo ID required).

Filing is **MANDATORY** as per City Ordinance 187. We can file you as EXEMPT if NO earnings are reported on the SEQY Statement.

**\*\*YOUR TAXES WILL NOT BE FILED WITHOUT THESE DOCUMENTS\*\*** and a LATE FILE PENALTY will be assessed.

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- ALL RETURNS MUST BE PAID IN FULL BY THE DUE DATE OR A LATE PAYMENT PENALTY WILL BE ASSESSED.
  - DEBIT/CREDIT CARDS ACCEPTED, SEE [www.eastliverpool.com](http://www.eastliverpool.com) FOR INSTRUCTIONS AS WE **CANNOT** ACCEPT CREDIT CARD PAYMENTS IN THE OFFICE.
  - THERE IS A \$40.00 NSF CHARGE ON ANY RETURNED PAYMENTS