

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
- Pages 1 & 2 and Schedule 1 of Federal 1040
- Schedule C for Self-employment
- Schedule E for Rental

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 FOR INSTRUCTIONS AS WE **CANNOT** ACCEPT CREDIT CARD PAYMENTS IN THE OFFICE.
 - THERE IS A \$40.00 NSF CHARGE ON ANY RETURNED PAYMENTS