

CITY OF MANSFIELD, OHIO

Income Tax Division

P.O. Box 577

Mansfield, Ohio 44901

Telephone (419) 755-9711

Fax (419) 755-9751

Forms are available at www.ci.mansfield.oh.us

GENERAL INSTRUCTIONS

WHO MUST FILE: Every Mansfield resident eighteen years of age and older must file a Mansfield Income Tax return. Every non-resident individual earning income in Mansfield not subject to the withholding of Mansfield income tax must also file an annual Mansfield Income Tax Return (See next page for a list of items that are not taxed). Every non-resident individual with rental property or engaged in a business or profession in Mansfield must file an annual Mansfield Income Tax Return.

FILING STATUS: Every taxpayer must file an individual return. Joint returns are not permitted.

BEFORE YOU START: Fill in your name, current address, and social security number. Please complete any of the five informational lines (located to right of the address) that pertain to you.

WHEN AND WHERE TO FILE: This return must be filed or postmarked on or before April 15, 2014. Make checks or money orders payable to **City of Mansfield** and mail to **Mansfield Income Tax Division, P.O. Box 577, Mansfield, Ohio 44901**. You may also bring your information (W-2s and/or Federal Schedules) to the office at 30 North Diamond Street, 7th Floor, Mansfield, Ohio 44902, and we will file your Mansfield Income Tax return for you. If the deadline cannot be met, a copy of the Federal request for extension or a letter requesting an extension which includes name, address, social security or federal identification number **MUST BE FILED WITH THE INCOME TAX DIVISION BY THE ORIGINAL DUE DATE OF THE RETURN**. An extension request is not an extension of time to pay. Payment of an estimated tax due should accompany the extension request.

ESTIMATED TAX PAYMENTS: Section 191.06 of Mansfield Codified Ordinances states: Every person who anticipates a taxable income which is not subject to withholding of income tax or who engages in any business, profession, or activity subject to Mansfield taxation shall file and pay estimated tax. Such payments are due on April 15, July 31, October 31 and January 31 of the following year. Estimated payment vouchers can be printed. Complete Lines 15-19 on Individual Tax Form.

DISCLAIMER: Definitions and Instructions are illustrative only. Chapter 191 of the Mansfield Codified Ordinance supersedes any interpretation presented.

**DO NOT SEND CASH THROUGH THE MAIL
A \$35.00 SERVICE FEE WILL BE IMPOSED ON ANY RETURNED CHECK**

MASTERCARD AND VISA ARE ACCEPTED