



Ottawa Hills Tax
2125 Richards Road
Ottawa Hills, Ohio 43606
419-536-6502, Fax 419-535-3550

2021 TAX RETURN COMPLETION REQUEST

Submit this form with your documents by mail or in our drop box (south drive). We will complete your return and send you a copy. Sending your documents by March 15th will ensure the return is completed by the due date. Call our office for additional information.

TAXPAYER INFORMATION (please print all information legibly) Date: _____

Name: _____ SSN: _____

Spouse Name (if filing joint): _____ SSN: _____

Current Address: _____ APT: _____

City: _____ State: _____ Zip code: _____

Daytime Phone Number: _____ Email: _____

Did you move during 2021? _____ Yes _____ No If yes, please provide date of move from prior address: _____

Prior Address: _____

Attach copies (photocopies are acceptable) of all **applicable** forms and schedules as listed below:

- _____ W-2's*
- _____ Federal 1040
- _____ Schedule 1 other income items for Federal 1040
- _____ Schedule C profit or loss on business
- _____ Schedule E rental/royalty (page 1) and pass-through entity income/loss (page 2)
- _____ Sub-schedule for Schedule E page 2 listing all entities and items, if used
- _____ Schedule F farm profit or loss
- _____ Form 4797 when gains are listed on Line 13 in Part II (pages 1 & 2)
- _____ 1099-NEC (formerly 1099-MISC.)
- _____ K-1 statements specifying partner's share of local tax paid
- _____ Other forms and schedules showing income
- _____ Verification of work city tax withheld or paid
- _____ Copies of all work city refund requests for tax withheld on travel or remote work

*Be sure to include copies of all W-2's issued by employer showing all income information (Federal, State and local wages and taxes withheld) and all municipal tax withheld. When multiple cities are subject to withholding, you must remit copies of each W-2 showing each municipal tax withheld for credit.

All tax due must be paid by the due date. **Extensions provide additional time to file your return, but do not allow more time to pay; the tax is still due by April 18th** (unless the due date is changed by both Federal and State). Sending a payment of the estimated tax and/or sending in documents by March 15th will help avoid additional fees and interest. Documents will become part of your Village return unless you specify that they be returned to you.

INCOME TAX DUE DATE: APRIL 18, 2022 OR IRS DUE DATE IF APPLICABLE