

EX Generic

Enter year that you are filing _____

Step 1

Please answer the following questions, about this past year, by placing an X in the correct box.

| | Yes | No |
|---|-----|----|
| Were you employed? | | |
| Did you have gambling/lottery winnings? | | |
| Were you self-employed? | | |
| Did you receive rental income? | | |

Step 2

Account _____

Name _____
 Address _____
 Phone _____ Email _____

SSN XXX-XX- _____ SSN XXX-XX- _____

Filing Status

| | | | |
|--------------------------|----------------------|--------------------------|---------------------------|
| <input type="checkbox"/> | Single | <input type="checkbox"/> | Married filing separately |
| <input type="checkbox"/> | Married filing joint | <input type="checkbox"/> | Head of household |

Step 3

My income is exempt from Newark Tax because:

Please place an X in the appropriate box.

| | You | Spouse |
|---|-----|--------|
| <input type="checkbox"/> Under 18 - enter birth date | | |
| <input type="checkbox"/> Retired - pension income -enter date retired | | |
| <input type="checkbox"/> Did not live in Newark - enter date moved out | | |
| <input type="checkbox"/> Student - enter anticipated date of graduation | | |
| <input type="checkbox"/> Active duty military for the entire year | | |
| <input type="checkbox"/> I had no taxable income for the year | | |
| <input type="checkbox"/> Other _____ | | |

| | |
|--|--|
| <i>If filing after the due date of the return, enter penalty amount here (see instructions).</i> | |
|--|--|

I hereby declare that the above information is true, correct, and complete

Signature _____ Date _____ Signature _____ Date _____

All forms received by the Newark Tax Office are subject to review.

Mail to:

Newark City Tax Office
 PO Box 4577
 Newark, OH 43058-4577



Questions?

740-670-7580 phone
 740-670-7581 fax
 citytax@newarkohio.net

EX Generic

Instructions

This return can be used for any year.

This return is for residents who need to file an annual return but have no taxable income.
Please follow these 3 steps to complete this return.

Step 1

Enter the year that you are reporting at the top of the return.

For each question, please answer yes or no by placing an X in the correct column.

If you receive a warning that you need to use a different return, then you have taxable income that must be reported. The information below will assist you in determining what return you should file.

Were you employed?

If you worked for an employer who withheld your Newark City Tax for you and you answered no to the other questions listed, you will need to file an SF Generic Return.

Did you have gambling/lottery winnings?

Were you self-employed?

Did you receive rental income?

If you answered yes to any of these questions, then you will need to file an LF Generic Return.

Step 2

Please enter the information requested.

- Account Enter your Newark Tax Account number. If this is unknown, please leave blank.
- Name Enter the name or names of residents filing.
- Address Enter your current street address. If your mailing address is different, please write the mailing address on the back of your return.
- Phone Please provide a number where you can be reached if we have any questions.
- Email Please enter your Email address.
- SSN Enter the last 4 numbers of your Social Security Number. If filing joint, please enter your spouse's last 4 numbers.
- Filing Status Place an X in the box beside your filing status.

Step 3

Place an X in the box that best describes your income for the tax year you are reporting.

If a date is requested, please enter it in the box to the right. If filing joint, please enter the dates requested for both you and your spouse.

Note - Active duty military does not apply to any civilian pay you earned from the Ohio National Guard or from any branch of the Department of Defense.

All returns filed after their due date are subject to billable penalty charges as follows:
For years 2015 and prior = \$50.00 For 2016 = \$150.00

Please include your payment with your return.

Enter today's date and then print your return. Please sign your return. Your spouse should also sign if you are filing a joint return.

Mail the completed return to the address listed. This return can also be folded so that the "Mail to" address will fit in a standard #10 window envelope.

A drop box is available for your convenience on the 4th Street side of the City Municipal Building located at the corner of 4th and West Main Streets in downtown Newark.

Questions ?

If you have any questions, please contact us. Our phone number and email address are listed below.

If you would like us to prepare your return for you, please call to schedule an appointment.

Tax Assistance Hours

| | |
|-------------------|--------------------|
| Monday - Tuesday | 8:00 am - 4:30 pm |
| Wednesday | 11:30 am - 4:30 pm |
| Thursday - Friday | 8:00 am - 4:30 pm |

Thank you for filing your Newark City Annual Tax Return.



Newark City Income Tax Office
1st Floor, Newark City Municipal Building
40 W Main Street, Newark, Ohio

Phone (740) 670-7580 Fax (740) 670-7581
Email citytax@newarkohio.net
Website www.newarkohio.net/city/tax