

Newark City Income Tax

POST OFFICE BOX 4577
NEWARK, OH 43058-4577

PHONE (740) 670-7580
FAX (740) 670-7581
CITYTAX@NEWARKOHIO.NET

Drop-off Tax Preparation Instructions

The Newark Tax Office is diligent in providing excellent customer service to the citizens of Newark. As COVID-19 is rapidly spreading through our state, we have decided that it is in the best interest of the health of the public and our staff to suspend all in-person tax assistance until further notice.

In order to continue to service the community, we are offering drop-off tax preparation.

1. Taxpayers may drop off copies of their tax documents in our drop boxes.
2. Our auditors will then prepare their return and contact them with the results.
3. We will also send copies of the prepared return to the taxpayers for their records.

Secure drop boxes are available in the lobby of the Municipal Building at 40 West Main Street, and on the 4th Street side of the Municipal Building. Both of these boxes go directly into the Tax Office and only Tax Office employees have access to the contents of the drop boxes. You may also send copies of your records by mail.

Our staff is available by email at citytax.newarkohio.net or by phone at 740-670-7580 during our normal customer service hours of 8:00 to 4:30, Monday, Tuesday, Thursday, Friday and 11:30 to 4:30 on Wednesdays.

For your safety, please do not send your tax records by email. Please drop off physical copies or send them by fax or in the mail.

We thank you for your understanding and cooperation,

Timothy Mercer, Newark City Treasurer
Barbara Jobes, Newark City Tax Administrator

Records needed:
Copies of all W-2s and 1099 Misc.
Federal 1040 pages 1 and 2
Federal Schedule 1
Federal Schedules C, F, or E if applicable