



INCOME TAX INFORMATION NEW DUE DATE JULY 15, 2020

We have extended the deadline for filling and paying income tax this year to July 15, 2020. There will be no interest or penalty charges for payments received by July 15th. For the safety of our residents and employees we have **suspended in-person tax assistance and drop off of documents**. The Municipal Building is closed to the public. Assistance will still be available by phone – if staff is not available, please leave a message and we'll return your call as soon as possible. You can mail or fax your documents and we will prepare your return. You can also contact us by email, but we ask that you don't forward your tax documents by email to avoid confidentiality concerns.

TAX ADMINISTRATOR	Diane Haas
TAX OFFICE PHONE #	419-536-6502
FAX PHONE #	419-535-3550
EMAIL ADDRESS	haasd@ottawahills.org
MAIL ADDRESS	Ottawa Hills Income Tax 2125 Richards Road Ottawa Hills OH 43606

Items needed to prepare returns:

- Copies of all W-2's
- Copies of Federal 1040 and schedules
- Documentation of days out of town or part-year residency, if applicable

Payments will be due by the new due date, July 15th, even if your return is on extension.

Ottawa Hills does not currently have online filing – a hard copy must be filed with copies of the Federal return, schedules and W-2s