

GENERAL INSTRUCTIONS

EACH TAXPAYER MUST FILE
AN INDIVIDUAL RETURN.
JOINT RETURNS ARE NOT
PERMITTED.

WHO MUST FILE: All residents of the City of Mansfield, who are 18 years of age or older. Any non-resident who receives compensation for work performed in Mansfield from which Mansfield taxes are not correctly withheld. Any non-resident engaged in a business or profession in Mansfield or own rental property located in Mansfield. *The City of Mansfield does not allow joint filing.*

BEFORE YOU START: Carefully look over the name, address and social security number on the pre-printed form (If yours is not pre-printed, please fill out). If anything is incorrect, please make changes. To the right of the address there are six information lines. Complete the ones that pertain to you.

EXEMPTION BOX: If you are exempt from filing you *must* indicate why in this box! If this box is not correctly filled out and you have not signed the return, you will not be considered exempt.

If all of your income is from W-2's with Mansfield tax withheld, you may attach your W-2's, sign your form and send it in. We will fill out the form for you.

EXTENSIONS: Send a copy of your federal extension postmarked before the filing due date to receive an extension.

DUE DATE: Calendar year end taxpayers are required to have their return postmarked by April 16, 2003. Fiscal year end taxpayers are required to have their return postmarked by 105 days following the end of their fiscal year.

WHERE TO FILE: You may bring all of your information (W-2's, 1099's and federal Schedule) to our office, which is located on the 7th floor of the Municipal Building at 30 N. Diamond Street. We will fill out your return at no charge, or you can mail your return to *The City of Mansfield, Income Tax Division, P.O. Box 577, Mansfield, Ohio 44901-0577.*

DO NOT SEND CASH THROUGH THE MAIL!
A \$20.00 FEE WILL BE IMPOSED ON ANY RETURNED CHECK.



MASTERCARD AND VISA ARE ACCEPTED.