

CITY OF UPPER SANDUSKY

Income Tax Department
P.O. Box 45
119 North Seventh Street
Upper Sandusky, Ohio 43351

Hours: 8:30 - 12:00
1:00 - 4:30
Monday thru Friday

(419) 294-2766

The Upper Sandusky Income Tax Ordinance taxes all income earned in the City of Upper Sandusky at a rate of 1%. Earned income includes wages, salaries, commissions, farm income, rental income of over \$100.00 per month, business income, fees, and income from self employment.

Residents of the City of Upper Sandusky are required to file an Income Tax Return if the total tax has not been withheld for Upper Sandusky, if engaged in a business or profession, or if employed in another municipality.

Non-residents of the City of Upper Sandusky are required to file an Income Tax Return if they have earned income within the city limits of Upper Sandusky from which the tax has not been withheld, if engaged in a business or profession within the city limits, or if they own rental property within the city limits.

Persons under 18 years of age are exempt from the tax. If you are under 18 please indicate date of birth on the questionnaire and return to us.

The following information will aid us in determining if you will be required to file an Upper Sandusky Income Tax Return. Kindly answer all questions fully, sign, detach the completed form, and return it to our office **within ten (10) days** from receipt. All information is confidential and will only be used for income tax purposes. Your cooperation is greatly appreciated.

If we may be of any service to you, we will be glad to discuss the matter personally at the Income Tax Office, or you may call the above number.

Please return by _____

(Please Fill Out Both Sides Completely)

CITY OF UPPER SANDUSKY INCOME TAX QUESTIONNAIRE

S.S. # YOURS _____ - _____ - _____

SPOUSE _____ - _____ - _____

Signature X _____

Phone # _____ Date _____

For Office Use Only

Place of Employment _____
yes
w/h no
_____ yes
w/h no

ACCT # _____