

# CITY OF UPPER SANDUSKY

INCOME TAX DEPARTMENT  
119 NORTH SEVENTH STREET  
P.O. BOX 45  
UPPER SANDUSKY, OHIO 43351  
TELEPHONE (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, 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 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 this matter personally at the Income Tax Office or you may call the above number, or you can email us at: [incometax@uppersanduskyoh.com](mailto:incometax@uppersanduskyoh.com).

**Please return by:**

(Please fill out both sides completely)

## CITY OF UPPER SANDUSKY INCOME TAX QUESTIONNAIRE

S.S.# YOURS            -    -

S.S.# SPOUSE           -    -

Signature: \_\_\_\_\_

Phone # \_\_\_\_\_ Date: \_\_\_\_\_

### For Office Use Only

Place of employment

\_\_\_\_\_

\_\_\_\_\_

Acct # \_\_\_\_\_

**Name:**

**Address:**

Your Full Name \_\_\_\_\_ Spouse \_\_\_\_\_

Landlords' Name & Address \_\_\_\_\_

Date you moved to this address \_\_\_\_\_

Date of Birth if under 18 \_\_\_\_\_

**Your** Employer: Name & Address:

**Spouse** Employer: Name & Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are your employers withholding Upper Sandusky Income Tax?

For you? Yes \_\_\_\_\_ No \_\_\_\_\_

For your spouse? Yes \_\_\_\_\_ No \_\_\_\_\_

Is your total income from salary or wages? Yes \_\_\_\_\_ No \_\_\_\_\_

Sources of other income? - include rental (and rental addresses), farm, self-employment, retirement?

\_\_\_\_\_

\_\_\_\_\_

If unemployed or disabled please indicate whether permanent or temporary \_\_\_\_\_