

## Step 1

Please answer the following questions, about this past year, by placing an X on the correct line.

	Yes	No
Were you employed?	_____	_____
Did you have gambling/lottery winnings?	_____	_____
Were you self-employed?	_____	_____
Did you receive rental income?	_____	_____

## Step 2

Account \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

SSN \_\_\_\_\_ SSN \_\_\_\_\_

Filing Status

_____ Single	_____ Married filing separately
_____ Married filing joint	_____ Head of household

## Step 3

### My income is exempt from Newark Tax because:

Please place an X on the appropriate line.

	You	Spouse
_____ Under 18 - enter birth date	_____	_____
_____ Retired - pension income -enter date retired	_____	_____
_____ Did not live in Newark - enter date moved out	_____	_____
_____ Student - enter anticipated date of graduation	_____	_____
_____ Active duty military for the entire year		
_____ I had no taxable income for the year		
_____ Other _____		

I hereby declare that the above information is true under penalty of perjury.

Signature _____	Date _____	Signature _____	Date _____
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Signature _____	Date _____	May we contact:	Yes	No
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All forms received by the Newark Tax Office are subject to review. Returns received after the due date may be subject to billable penalty and interest charges.

### Mail to:

Newark City Tax Office  
PO Box 4577  
Newark, OH 43058-4577



### Questions?

740-670-7580 phone  
740-670-7581 fax  
citytax@newarkohio.net



# 2022EX

# Instructions

This return is for residents who need to file an annual return but have no taxable income.  
Please follow these 3 steps to complete this return.

## Step 1

For each question, please answer yes or no by placing an X in the correct column.

If you receive a warning that you need to use a different return, then you have taxable income that must be reported. The information below will assist you in determining what return you should file.

***Were you employed?***

If you worked for an employer who withheld your Newark City Tax for you and you answered NO to the other questions listed, you will need to file a 22SF Return.

***Did you have gambling/lottery winnings?***  
***Were you self-employed?***  
***Did you receive rental income?***

If you answered YES to ANY of these questions, then you will need to file a 22LF.

## Step 2

Please enter the information requested.

- Account** Enter your Newark Tax Account number. If this is unknown, please leave blank.
- Name** Enter the name or names of residents filing.
- Address** Enter your current street address. If your mailing address is different, please write the mailing address on the back of your return.
- Phone** Please provide a number where you can be reached if we have any questions.
- Email** Please enter your Email address.
- SSN** Enter full Social Security Number. If filing jointly, enter spouse's full Social Security Number. **New State Law requires that you provide this information.**
- Filing Status** Place an X in the line beside your filing status.

## Step 3

Place an X on the line that best describes your income for 2022.

If a date is requested, please enter it on the line to the right. If filing joint, please enter the dates requested for both you and your spouse.

Note - Active duty military does not apply to any civilian pay you earned from the Ohio National Guard or from any branch of the Department of Defense.

Enter today's date and then print your return. Please sign your return. Your spouse should also sign if you are filing a joint return.

Mail the completed return to the address listed. This return can be folded so that the "Mail to" address will fit in a standard #10 window envelope.

***Your return is due in our office on or before April 18, 2023.***

A drop box is available for your convenience on the 4th Street side of the City Municipal Building located at the corner of 4th and West Main Streets in downtown Newark.

## Questions ?

If you have any questions, please contact us. Our phone number and Email address are listed below.

If you would like us to prepare your return for you, please call to schedule an appointment.

### Tax Assistance Hours

Monday - Tuesday	8:00 am - 4:30 pm
Wednesday	11:30 am - 4:30 pm
Thursday - Friday	8:00 am - 4:30 pm

Thank you for filing your Newark City Annual Tax Return.

Newark City Income Tax Office  
1st Floor, Newark City Municipal Building  
40 W Main Street, Newark, Ohio



Phone (740) 670-7580      Fax (740) 670-7581  
Email [citytax@newarkohio.net](mailto:citytax@newarkohio.net)  
Website [www.newarkohio.gov/departments-of-taxation/](http://www.newarkohio.gov/departments-of-taxation/)