



REGISTRATION FORM

INCOME TAX DEPARTMENT

1868 E. Perry Street, Port Clinton, OH 43452

(419) 734-5522 Option 4

Dear Resident:

We have recently been notified that you are now a Port Clinton resident or your address has changed. If you are a new resident, welcome to the City of Port Clinton. **All residents must register with the Income Tax Department and file a City tax return each year.** Your tax return is required to be filed each year by April 15th. All information is confidential. **(Persons under the age of 18 years are not subject to Port Clinton Income Tax, however, proof of age must be provided).**

Please complete and return this information within 20 days.

1. Are you a new resident? Yes _____ No _____

2. Name: _____ (SSN) _____
 Spouse: _____ (SSN) _____
 Other residents 18 years and older:
 Names: _____ (SSN) _____
 _____ (SSN) _____
 _____ (SSN) _____
 _____ (SSN) _____

3. Address: _____ Zip Code: _____

4. Telephone Number: _____

5. Date Moved into Port Clinton: _____

6. If you feel you are not required to file a return, please provide an explanation.

I am a retired person receiving only pension income or other non-taxable income. (Please attach copy of pension or social security paperwork).

I had no taxable income. Source of income: _____ (Please attach copy of supporting documentation, i.e. Disability paperwork; unemployment; Job and Family Services paperwork).

Other: _____

7. Do you rent? Yes _____ No _____

7a. If yes, landlord's information:
 Name: _____
 Address: _____

8. Does your employer withhold City of Port Clinton taxes? Yes _____ No _____

Signature of person(s) completing form: _____

The City of Port Clinton requires at least 90% of your total tax liability be withheld or paid in equal installments, or be subject to a penalty. The 90% tax liability is due each year by December 15th. A system of quarterly declarations of estimated income tax is available to those persons not subject to withholding by their employers or those who have additional income from other sources. You may contact the Income Tax Department for these forms or visit our website at www.portclinton.com. Thank you for your cooperation. The current tax rate in the City of Port Clinton is 1.5%. If you pay another municipality tax, 0.5% courtesy credit is given in the City of Port Clinton.