

CITY OF XENIA, OHIO

# PRESS RELEASE

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**FOR IMMEDIATE RELEASE**  
10:00 AM, 3/19/2010

## **Xenia Income Tax Returns are due by April 15, 2010**

- Xenia, Ohio, 3/19/2010 Xenia residents (and businesses filing on a calendar year) have until **April 15<sup>th</sup>** to file their 2009 Xenia City Income Tax Return. The City of Xenia has mandatory filing; therefore, even if a resident or business has no income, a tax return must still be filed. If taxpayers need additional assistance preparing their individual returns, they should visit the City's website ([www.ci.xenia.oh.us](http://www.ci.xenia.oh.us)) or bring their paperwork (W2s, 1099s, schedules of other income) and their pre-printed Xenia tax form (if available) to the Income Tax Office (customer service hours are 9 AM to 5 PM, Monday through Friday) and city staff will assist them in completing their return. The Income Tax Office will be open additional hours for tax filing from 8 AM to 6 PM on Thursday, April 15, 2010. **Tax returns must be received by the Income Tax Division or postmarked by April 15, 2010 to avoid late filing penalties.**
- A Tax Tool is accessible from the Xenia City website ([www.ci.xenia.oh.us](http://www.ci.xenia.oh.us)) to assist individual taxpayers in completing their 2009 Xenia City Income Tax Return, but does not allow for the filing or payment of the return. The last step in the Tax Tool is to print the return, attach all required documentation (e.g., W-2s, 1099s, Schedule C, Schedule E, Schedule A) and mail or deliver the return to the City of Xenia Tax Division. If the taxpayer received a pre-printed tax return in the mail, they can use their personalized secure web address that was printed on the return (e.g., JohnQPublic.xeniatax.com/13) to access the Tax Tool. Additional instructions for using the Tax Tool are available at the City's website ([www.ci.xenia.oh.us](http://www.ci.xenia.oh.us)).
- To obtain income tax forms, please use the City's website ([www.ci.xenia.oh.us](http://www.ci.xenia.oh.us)). Returns and instructions are available for individuals (those filing under a Social Security Number) and businesses (those filing under a Federal ID).
- Extension to file requests must also be received by April 15, 2010. An extension to file is not an extension to pay and a payment of estimated tax due should be submitted with the extension to file request. **Extension to file requests must be received by the Income Tax Division or postmarked by April 15, 2010 to avoid late filing penalties.** The City of Xenia accepts Federal extension to file requests if a copy is submitted to the Xenia Income Tax Division by April 15, 2010.

- Per the Xenia Income Tax Rules & Regulations, taxpayer information is confidential and cannot be disclosed to a third party [unless the third party has power of attorney] without written permission. Forms to authorize a third party to act as an agent for income tax information are available at the Income Tax Office or the City's website ([www.ci.xenia.oh.us](http://www.ci.xenia.oh.us)). Without written authorization from the taxpayer, no information will be provided to a third party.
  
- Currently, no electronic filing is available for tax returns. If a tax preparer completes a taxpayer's Xenia Income Tax Return, the taxpayer is responsible for submitting the return to the City of Xenia Income Tax Division.

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