



**CITY OF XENIA**  
 Division of Income Tax  
 101 N. Detroit Street  
 PO Box 490  
 Xenia, OH 45385-0490  
 Phone: 937-376-7248 Fax: 937-376-8914  
[www.ci.xenia.oh.us](http://www.ci.xenia.oh.us)

**PROTEST OF A PROPOSED OR FINAL TAX ASSESSMENT\***  
 FOR TAX YEAR \_\_\_\_\_

All protests of assessments must be made in writing and addressed/submitted to:

Diana L Steck  
 A/R Manager

Protests may be filed via:

- SECURE E-MAIL (use link on the Tax Division webpage at [www.ci.xenia.oh.us](http://www.ci.xenia.oh.us)).
- MAIL – PO Box 490, Xenia, OH 45385
- FAX – 937-376-8914
- DROP BOX – Market Street Lobby of City Hall
- DELIVERY to the Tax Division

All information listed below is required:

Date: \_\_\_\_\_ Is this an individual or joint account? Individual  Joint

Taxpayer Name(s): \_\_\_\_\_  
 (If joint account, list both names)

Taxpayer Social Security Number(s): \_\_\_\_\_  
 (If joint account, list both social security numbers)

How would you like to receive the response to your protest? (Choose only one)

- Emailed to: \_\_\_\_\_ (email address)
- Mailed to: \_\_\_\_\_ (street address)  
 \_\_\_\_\_ (city, state, zip)

Your protest must contain the specifics of why the taxes, penalty and/or interest charged were incorrect or unlawful. Be specific – attach additional pages or write on the back of this form if required:

Taxpayer(s) Signature: \_\_\_\_\_  
 OR

Email Address in Lieu of Signature \_\_\_\_\_

\*See the Income Tax Rules and Regulations available on our website for more information on protesting assessments.