

## **If you need assistance preparing your tax return, you have some options:**

- You may call our office (419-885-8940) and we can walk you through the preparation and calculations.
- You can use our online tool.
- You may place your income documents in an envelope along with a phone number and place them in the Utility Drop Box. We will prepare your return for you and contact you when it is completed.
- You can scan and email your documents to [tax@cityofsylvania.com](mailto:tax@cityofsylvania.com) (you will want to conceal all but the last 4 digits of your social security number). You may fax your income documents to 419-885-3442. We will prepare your return for you and contact you once it is completed.
- You may bring your income documents to our office to have your return prepared for you free of charge.

**The City will follow the IRS deadline for filing and payments, which is currently July 15, 2020.**

Any additional questions, please contact our office at **419-885-8940**

**Please place all drop offs for the tax office in the Utility Drop Box located outside the first floor entrance.**