

Dear Monroe Resident:

The City of Monroe imposes a 1.5% Income Tax on all residents. The Income Tax is collected under the Authority of Chapter 886 of the Monroe Income Tax Ordinance. A Monroe City Income Tax Return is due each year on or before April 15th.

The enclosed City of Monroe questionnaire has been sent to you for the purpose of maintaining current Monroe Tax records. The completion of the questionnaire is required by **ALL RESIDENTS** of Monroe. The fact that you may be retired, unemployed, disabled or paying city tax where you are employed does not exclude you from completing and returning the questionnaire. All information is strictly confidential and will be maintained in the Tax Office.

Please complete all lines of the questionnaire. If you are not working, explain your situation (temporarily unemployed, fully retired, permanently disabled, etc.) If you are renting, you must provide the complete name and address of your landlord. You must also provide the names, ages (minors) and employment status of all household members.

Business income, such as sole proprietorships, partnerships, and rental income are subject to the tax whether or not the business or rental property is located within the City of Monroe. Business losses cannot offset W-2 income; however they can offset other business income or can be carried forward for a period of three (3) years to offset any future profits.

Please return the enclosed form the Tax Office within 10 days from the dates of this letter. If you have any questions, please do not hesitate to call the Tax Office.

Sincerely,

Kristina Mayes
Tax Commissioner

Enc.

RESIDENT QUESTIONNAIRE

CITY OF MONROE
P.O. BOX 629
MONROE, OHIO 45050
513-539-7374

NAME _____ SOCIAL SECURITY # _____

SPOUSE _____ SOCIAL SECURITY # _____

ADDRESS _____

_____ PHONE _____

DO YOU OWN THE PROPERTY IN WHICH YOU LIVE? YES NO

IF NO, ARE YOU RENTING? YES NO - DATE MOVED INTO MONROE _____

IF YES, NAME AND ADDRESS OF LANDLORD _____

DO YOU OWN RENTAL PROPERTY IN MONROE? YES NO

IF YES, LIST TYPE OF PROPERTY (SINGLE, DUPLEX, ETC.) AND ADDRESS _____

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DO YOU OWN RENTAL PROPERTY OUTSIDE OF MONROE? YES NO

IF YES, LIST ADDRESS OF RENTAL PROPERTY OUTSIDE OF MONROE _____

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NAME OF EMPLOYER _____

ADDRESS OF EMPLOYER _____

IS TAX WITHHELD BY EMPLOYER? YES NO - IF YES, WHICH CITY? _____

OTHER HOUSEHOLD MEMBERS

PLEASE LIST ALL MEMBERS (ADULT/CHILDREN) LIVING IN YOUR RESIDENCE

NAME	AGE (MINORS)	SOCIAL SECURITY #	EMPLOYER NAME
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I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE

DATE