

Village of Rockford - TAX FILING CHECKLIST

**** Required Information ****

~~~~ We do not accept tax returns online ~~~  
submit completed returns and/or  
extensions directly to the Tax Office by  
April 15<sup>th</sup> -

1. Page 1 & 2 of your Federal 1040 MUST be attached along with all W-2's and 1099's. RETURNS WILL NOT BE PROCESSED UNTIL 1040 IS RECEIVED. This could result in late fees - see #6.
2. All RESIDENTS and partial year residents of Rockford- 18 years and older MUST file a local income tax return. All municipalities are “Mandatory Filing”, even if you don't work!! Partial year residents owe tax on the income earned while living in Rockford. (Retired taxpayers that have no Earned income and have registered with the tax office as being retired - need not file a return)
3. All individual and business returns are due by April 15th to PO Box 282, Rockford, OH 45882. Business returns with a F/Y ending date are due the 15th of the fourth month following the year end date. ALL Extensions must be filed by April 15th. See #6.
4. Use BOX 5 on W2 to figure taxable wages.
5. ALL RETURNS MUST BE SIGNED.
6. A \$25.00 per month late fee, up to 6 months or \$150 will be added to any late filed returns / extensions- even if no tax is due.
7. If you need assistance - please call the Village Office for an appointment.

\* Rockford Income Tax Department \*

151 East Columbia Street ~ P.O. Box 282 ~ Rockford, OH 45882  
419-363-3032 ext 1 419-363-2395 (fax)

