

**VILLAGE OF CROOKSVILLE
INCOME TAX DEPARTMENT**

DUE TO PUBLIC HEALTH CONCERNS RELATED TO COVID-19

**WALK-IN INCOME TAX SERVICES ARE BEING SUSPENDED
EFFECTIVE MONDAY, MARCH 16, 2020.**

In order to continue to serve the community, we are offering drop-off tax preparation.

- DROP BOX please be sure to place your documents* in an envelope marked “Income Tax Department” and place in our drop box located inside the vestibule at 98 South Buckeye St.
- MAIL your documents* to Crooksville Income Tax, 98 South Buckeye St, Crooksville, OH 43731
- FAX your documents* to 740-982-7641

BE SURE TO INCLUDE YOUR CURRENT PHONE NUMBER

- We will prepare your return and contact you with the results.
- Your completed form will be returned to you for your signature.
- You must return the signed form to us by July 15, 2020 either by MAIL or DROP BOX.

**The Village of Crooksville Income Tax filing and payment due date
have been extended until July 15, 2020**

I will be available by email at incometax@crooksville.com or by phone at **740-982-6973 x 109** during our normal customer service hours of 8:00am-Noon and 1:00pm-4:00pm, Monday – Friday.

**FOR YOUR SAFETY, PLEASE DO NOT SEND YOUR TAX DOCUMENTS BY EMAIL.
PLEASE DROP OFF PHYSICAL COPIES OR SEND THEM BY FAX OR IN THE MAIL.**

***RECORDS NEEDED: All W-2's • All 1099 Misc. • Federal Schedules C, E, F, H if applicable**