



VILLAGE OF MILLERSBURG

6 North Washington Street
Millersburg, Ohio 44654
FAX (330) 674-9044
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Kelly Hoffee, Mayor

Nate Troyer, Village Administrator
Bobbie Curry, Village Fiscal Officer, Tax Administrator
Matt Shaner, Police Chief

Village Offices (330) 674-1886
Income Tax (330) 674-6891
Police Department (330) 674-5931

Date: _____

To: Millersburg Village Property Owner

Re: Village of Millersburg Income Tax Tenant Reporting Requirement

Dear Property Owner:

The Village of Millersburg imposes a one and one-half percent (1.5%) income tax on taxable income received within the Village and on Village residents aged 18 and older who are subject to the tax requirements of the Village.

According to our records, you own rental property located within the Village of Millersburg. To assist in the fair and consistent administration of the Village's income tax program, we are requesting your assistance in providing tenant information for your rental property or properties.

Please provide your contact information, rental property address(es), occupants, phone number, occupancy dates, forwarding address (if known), for all tenants who have occupied your rental property during the past five years.

This information assists the Village in administering and enforcing its Income Tax Ordinance and helps ensure that all Village residents are meeting their income tax filing obligations.

Pursuant to Section 181.21 of Village of Millersburg Income Tax Ordinance 2015-106, landlords and property owners who own rental property within the Village are required to provide tenant information to the Income Tax Department. This information must be submitted annually on or before January 31 and within 30 days of a tenant vacating the property.

An enclosed Landlord's Tenant Report form is provided for your convenience. Please duplicate the form as needed. You may also submit the required information in your own format, provided all requested information is included.

Please return the requested information within 30 days of the date of this letter.

Your cooperation and assistance are greatly appreciated. If you have any questions regarding this request or the reporting requirements, please do not hesitate to contact me at (330) 674-6891.

Sincerely,

Bobbie Curry
Bobbie Curry
Income Tax Administrator

Enclosure (1)

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