

# TRICOTA

TAX ASSOCIATION

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CANFIELD, OHIO 44406  
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TO: Tax Preparers

REF: 2007/2008 Forms & Information

We are getting ready for another tax season and hope that by providing you with these forms and information you will be better equipped to prepare the local tax forms your clients may be required to file with any of our 23 member municipalities. This information and the forms are also available on the City of Canfield Web Site ([www.ci.canfield.oh.us](http://www.ci.canfield.oh.us)).

The following are included:

1. **TRICOTA Member List** – This is a list of our member municipalities, their contacts, addresses, phone numbers, fax numbers, E-mail addresses, and Web Site addresses. Please contact the municipality directly when a question arises concerning the information provided or when you have a specific question for any member city.
2. **Tax Preparer Information Sheet** – This reference sheet provides some of the information you will need to prepare your Clients' returns. Please note the changes on this form.
3. **Extensions**
  - A. **Extension Request Form** – A completed Extension Request Form or a copy of the Federal Extension must be submitted to the cities of Alliance, Carrollton, Columbiana, Geneva, Hubbard, Jefferson, Leetonia, Lisbon, Lordstown, Lowellville, Malvern, McDonald, Newton Falls, Salem, Sebring, Struthers, Warren, and Windham by April 15<sup>th</sup>.
  - B. **Federal Extension Required** – The City of Canfield and Niles only accept a copy of the Federal Extension. It must be submitted by April 15<sup>th</sup>.
  - C. **Members of R.I.T.A.** – Please go to [www.ritaohio.com](http://www.ritaohio.com) for the extension requirements of the City of Campbell, East Palestine, and Youngstown.
4. **Refund Form** – Most of our members have their own refund forms but they will also accept the enclosed refund form. Contact the Municipality from which the refund is being requested if you have any questions.

Hopefully the information and forms we have provided are helpful in your preparation of these tax returns. Do not hesitate to contact the individual tax departments with your questions. We appreciate your comments and suggestions.

Note: All cities in Ohio have their tax forms available through the internet.

TRICOTA/PREP/07

#### MEMBER CITIES

ALLIANCE CAMPBELL CANFIELD CARROLLTON COLUMBIANA EAST PALESTINE GENEVA  
HUBBARD JEFFERSON LEETONIA LISBON LORDSTOWN LOWELLVILLE MALVERN MCDONALD  
NEWTON FALLS NILES SALEM SEBRING STRUTHERS WARREN WINDHAM YOUNGSTOWN