

TO: TAX PREPARERS

FROM: TRICOTA TAX ASSOCIATION

REF: 2002/2003 FORMS & INFORMATION

TRICOTA currently consists of 23 area Municipalities that have an income tax. The following forms and information are being provided to you to help in the preparation of the local tax forms. For your convenience this information and forms are also available through the City of Canfield Web Site.

1. **Tax Preparer Information Sheet** - A quick reference for some of the information needed to prepare your Clients' returns.
2. **TRICOTA Member List** - This list includes the names of our member Municipalities, contacts, addresses, phone numbers, fax numbers, E-mail addresses, and Web Site addresses. We encourage you to call these individuals when you have any questions concerning the information provided or other Municipal tax questions.
3. **Extensions**
 - A. **Extension Request Form** - The Cities of Alliance, Carrollton, Columbiana, East Palestine, Garrettsville, Girard, Hiram, Leetonia, Lisbon, Lordstown, Lowellville, McDonald, Minerva, Newton Falls, Niles, Salem, Sebring, Struthers, Warren, and Youngstown will accept this extension form or a copy of the Federal Extension request. The extension form or copy of the Federal Extension must be received by the due date of the tax return.
 - B. **Federal Extension Form** - The Cities of Campbell, Canfield, and Hubbard will **only** accept a copy of the Federal Extension. It must be received by the due date of the tax return.
4. **Refund Form** - Our members have their own refund forms, however, they will also accept the enclosed refund form. Contact the Municipality from which the refund is being requested if you have any questions.

We hope the forms and information will be helpful. Please do not hesitate to contact the individual tax departments with your questions. We encourage and appreciate comments and suggestions.