

**TO: TAX PREPARERS**  
**FROM: TRICOTA TAX ASSOCIATION**  
**REF: 2004/2005 FORMS & INFORMATION5**

TRICOTA is providing the following forms and information to help you prepare the local tax forms for our 25 member Municipalities. This information and the forms are also available through the City of Canfield Web Site.

The items below are included:

1. **TRICOTA Member List** - Included on this list are the names of our member Municipalities, the contacts, the addresses, phone numbers, fax numbers, E-mail addresses, and Web Site addresses of each of our members. Please contact the municipality directly if you have any questions concerning the information provided or specific tax questions for a particular municipality.
2. **Tax Preparer Information Sheet** - A reference sheet for some of the information you will needed to prepare your Clients' returns. Please note there are several changes on this form.
3. **Extensions**
  - A. **Extension Request Form** - You must submit the completed Extension Request Form or a copy of the Federal Extension by April 15<sup>th</sup> for the cities listed of Alliance, Carrollton, Columbiana, East Palestine, Garrettsville, Girard, Hubbard, Jefferson, Leetonia, Lisbon, Lordstown, Lowellville, Malvern, McDonald, Minerva, Newton Falls, New Waterford, Niles, Salem, Sebring, Struthers, Warren, and Youngstown.
  - B. **Federal Extension Form** - A copy of the Federal Extension must be submitted to the Cities of Campbell and Canfield by April 15<sup>th</sup>.
4. **Refund Form** - Each 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.

We hope the information and forms we have provided are helpful in your preparation of these tax returns. Please do not hesitate to contact the individual tax departments with your questions. Your comments and suggestions are appreciated.