

# Village Of Arcanum, Ohio

PO BOX 157 – Arcanum, Ohio 45304

OFFICE OF:

## MANDATORY REGISTRATION & FILING

All Arcanum Residents 18 years of age or older

Municipal Tax  
937-692-8500

Each new resident of the Village of Arcanum shall register with the Income Tax Department for filing purposes. The Village of Arcanum has a 1% (.01) income tax due April 15<sup>th</sup>.

1. Name: \_\_\_\_\_

Social Security Number or Federal ID#: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Spouse name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Phone: \_\_\_\_\_

2. What month & year did you move into Arcanum? \_\_\_\_\_

3. Does any other person reside with you? **(ONLY LIST IF 18 YRS. OR OLDER)**  
(Children, relatives, or friends)

Yes \_\_\_ No \_\_\_

List names & Social Security numbers.

\_\_\_\_\_  
\_\_\_\_\_

4. Are you presently employed? Yes \_\_\_ No \_\_\_

Employer's name & address: \_\_\_\_\_

Is your spouse employed? Yes \_\_\_ No \_\_\_

Employer's name & address: \_\_\_\_\_

5. If you are not employed, are you retired? Yes \_\_\_ No \_\_\_ Date retired \_\_\_\_\_

Is your spouse retired? Yes \_\_\_ No \_\_\_ Date retired \_\_\_\_\_

6. If self-employed, give type of work & name of business \_\_\_\_\_

\_\_\_\_\_

7. Do you have any other type of Income, either farm or rental? Yes \_\_\_ No \_\_\_

If yes, please explain \_\_\_\_\_

Year rental purchased in Arcanum? \_\_\_\_\_

Fax:  
937-692-5163

Web Site:  
Villageofarcanum.com

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OFFICE OF:

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Dear Village Tax Payer,

The Tax Department would like to welcome you to Arcanum and provide you with some information relating to Arcanum's Income Tax Ordinance. The Village has a one percent (1%) tax on income earned by every person living or working within the Village of Arcanum.

In accordance with Arcanum's Income Tax Ordinance, all residents who are 18 years of age and older are required to file an Arcanum Income Tax Return and remit any tax that may be due. **It is mandatory filing even if you have no income for any given year.**

If you are retired and/or on disability and are not working, we ask that you please still complete the enclosed Mandatory Registration & Filing form, and mark that area on the tax form. Your account will then be created, but made inactive and you will not be required to file a yearly tax return with our office. **You must officially notify the tax office with this information before your account will be made inactive.**

If you are attending college and live away from home, you must file a yearly tax return with Arcanum as long as any of the following apply:

1. You are listed on your parents' income tax return for Federal and State taxes and your parents' address on their Federal and State returns is listed as living in the Village of Arcanum.
2. You filed your Federal and State Returns and used your address in Arcanum. (Whenever you do move from your parents' home permanently and are no longer claimed on your parents' tax returns, please notify the Arcanum Tax Department so that we can change our records with the date of your move, along with your new address.)

If you do not have Arcanum city tax withheld from your paycheck (*employers outside of the village are not required to withhold for Arcanum, but many do so as a courtesy to their employees*), then you will need to set up a "declaration" and make quarterly estimated payments.

If you have any questions regarding this letter or the enclosed registration form, please call the Village office at 692-8500 and ask for the Income Tax Department.

Regards,

Karen Deao  
Tax Administrator

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937-692-5163

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