



INCOME TAX BUREAU

Bev Shepherd
Tax Administrator

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DROP-OFF INSTRUCTIONS FOR TAX PREPARATION

The Heath Income Tax Department is happy to provide customer service to the residents of Heath. As everyone is aware, the COVID-19 is spreading rapidly throughout our state; therefore, in the best interest for the health and well-being of our staff and community, we are suspending all in-person contact at this time until further notice.

We are offering drop-off tax preparation in order to still serve the community. Feel free to use the drop box in our parking lot. Please note the following:

1. You may drop off copies of your tax documents in the drop box. **Make sure to include all W-2's and your Federal return. Please seal your documents in an envelope and provide a phone number, just in case we need to contact you for additional information.**
2. You may also mail your documents to our office.
3. **FOR YOUR PROTECTION AND SECURITY, PLEASE DO NOT EMAIL YOUR DOCUMENTS.**
4. Our office will review any returns that are already completed, as well as prepare returns with the information provided for those that submit all proper documentation for tax preparation.
5. We will send copies of the returns that we prepare to those individuals for their records.
6. You may still make payments over the phone as our staff will still be here during normal business hours.

You may contact our office with any additional questions you may have by calling 740-522-3427 or by email at tax@heathohio.gov. Again, PLEASE DO NOT EMAIL YOUR DOCUMENTS. We apologize for any inconvenience that this may have caused.

Thank you,

Heath Income Tax Department

OFFICE HOURS: MONDAY - FRIDAY - 8:30 AM TO 4:30 PM