



TAX DOCUMENT SUBMISSION FORM

If you would like our staff to prepare your tax return for you, please complete the form below and follow all instructions to submit the documents required. Your return will be prepared and mailed to you for review and signature.

Name	
Current Address	
Phone Number	
E-mail	

Documents required with this submission:

- All W-2s from your employer(s). (NOTE! If there are multiple copies of your W-2 from one employer, and they show different amounts of local withholding, be sure to include all copies.)
- Page 1 of your Federal Form 1040
- Any of the following Federal schedules or forms you may have filed: Schedule 1, Schedule C, Schedule E, Form 4797, Schedule F, Form 4835

How to Submit Your Documents:

By Mail

Springboro Income Tax Department
320 W Central Ave
Springboro, OH 455066

By Electronic Dropbox

Upload this submission form and your documents to us at our electronic dropbox. To access the electronic dropbox, follow these links from the homepage of our website (www.cityofspringboro.com): City Services>Tax Services>Electronic Dropbox.

By Physical Dropbox

Put your tax documents and submission form in one of our physical drop boxes at the City Building (320 W Central Ave). An outdoor drop box is located in our parking lot near the Springboro library. Another drop box is located in our building entryway.