

Instructions for Preparing your Taxes Online

❖ Enter your Federal Identification Number

- Individuals – Social Security Number
- Businesses – Federal ID Number

❖ Enter your PIN Number. Your PIN number is located in the Tax Information Flyer that was mailed to you.

If you do not have your PIN number available, call our office at (330)841-2551 ext. 1 to receive your PIN number. Please be prepared to answer several questions pertaining to you and your past tax filings.

❖ Follow the Online Instructions*

Please Note:

First Time Filers will not be able to e-file, please download the tax form. Mail the completed tax form with all required documentation to Warren City Income Tax, P.O. Box 230, Warren, OH 44482

* Tax filers with W2 Income only – if your W2 shows Zero local withholding or all withholding to the City of Warren you are NOT required to send in documentation.

All other tax filers MUST send in required documentation within 30 days of filing.