



**City of Cleveland**  
**CENTRAL COLLECTION AGENCY**

**DIVISION OF TAXATION**

205 W. Saint Clair Ave.  
Cleveland, OH 44113-1503  
www.ccatax.ci.cleveland.oh.us

Special Audit Department

Toll Free (in Ohio) 1-877-878-8587

Fax (216) 420-8267

**FINAL MUNICIPAL INCOME TAX AUDIT NOTICE**

**Letter No. 017**

\_\_\_\_\_, 2013

JOHN SMITH  
1234 MAIN ST  
ATHENS, OH 45701

CODE

Dear City of Athens Taxpayer:

Through an agreement with the City of Athens as authorized by Internal Revenue Code Section 6103(d), the City of Cleveland Central Collection Agency (CCA) has obtained federal income tax information indicating you have received income which may be subject to Athens's income tax. Because Athens is a Non-Mandatory filing city, and our review of income tax records provided by Athens did not indicate an Athens tax account for you, we must verify that the correct amount of tax was paid. Therefore, you are required to submit the following information to the attention of the CCA tax auditor listed below.

Please submit the following information:

1. **This audit notice with the reverse side completed** (also for your spouse, if applicable)
2. **Copies of your 2006-2011 Federal Income Tax Returns including all Federal schedules and attachments** (also include your spouse's return if married filing separately)
3. **Copies of all 2006-2011 Federal W-2 and 1099 forms**

**OR if ALL of your wages were earned in the City of Athens and taxes were properly withheld please check the box, complete the back of this notice and return to CCA with only copies of your W2s.**

All correspondence regarding this audit notice must be directed only to the CCA auditor indicated below. The City of Athens does not have access to IRS information and will not be able to assist you with detailed questions. However, to verify the authenticity of this program, please visit their website at [www.ci.athens.oh.us](http://www.ci.athens.oh.us).

Please use the enclosed address label and remit your documentation within thirty (30) days to CCA. This is your **FINAL** request. If the information is not received within the 30 days, we will use your IRS information and issue an Assessment for any tax due. You may contact the CCA auditor listed below with any questions related to this notice.

Sincerely,

\_\_\_\_\_, Tax Auditor

CCA Special Audit Department

216.664.2070 x\_\_\_\_ or 877.878.8587 x\_\_\_\_

email@city.cleveland.oh.us