

Important Tax Information  
West Jefferson 2009 Tax Filing Year

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1. On the West Jefferson tax form line 1 enter Gross Wages, Salaries, Bonuses, commissions, and other compensation. In most case report wages from **BOX 5** Medicare wages and tips on W-2. If nothing in box 5 put wages from **BOX 18** local wages, tips, etc.
2. Include your W-2's, 1099 and schedules.
3. **Due Date** for filing is **April 15, 2010**. If delinquent, a late filing fee of \$25.00 will be assessed.
4. **MANDATORY FILING:** The Village of West Jefferson has mandatory filing requirement. This means each resident (18 years of age or older) or business operating within the Village must file a return each year with the Village regardless of any tax due on the return. Failure to comply may result in civil and/or criminal Penalty.
5. **RETIREEES:** Retirees, who earn wages, operate a business, own rental property or other income, are required to file. If you're **ONLY** income source is retirement income write retired and the date you retired on the tax form and we will flag your account as being retired.
6. The Village does not allow credits for taxes paid to another city.
7. **Federal Extension:** A copy of your Federal extension or written extension request must be received by **April 15**, accompanied by your payment in full of any tax deemed due. The extension allows for additional **time to file**, but does not extend the time to pay the tax due.
8. Be sure to sign, date and put your phone number on your return. Include payment of any tax due. Nonpayment will incur interest charges of 1% per month until paid in full and a 10% Penalty charge.

We are happy to prepare your Village of West Jefferson Income Tax Return for you at NO CHARGE. Please bring your W-2's, and a copy of any appropriate federal schedules. Our office is located in the Village of West Jefferson Municipal Building, 28 E. Main Street. The Tax Department is open Monday - Friday 8:00 a.m. to 4:30 p.m. If you have any questions, please contact the Tax Department at (614) 879-9757. Additional tax forms are available at the following web address [www.villageofwestjefferson.com](http://www.villageofwestjefferson.com).