

Instructions for Preparing your Taxes Online

- ❖ Enter your Federal Identification Number
 - Individuals – Social Security Number
 - Businesses – Federal ID Number

- ❖ Follow the instructions to create your own personal identification number (PIN).

- ❖ Follow the Online Instructions*

- ❖ Employers will be able to enter their withholding information and reconciliation data online and it will be uploaded into the tax system.

- ❖ Employers will be able to submit their W2 information via the eFile site. (The format for employer W2s will NOT CHANGE). This is just a simpler way for the employers to get the file to us.

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.