

If you would like CCA – Division of Taxation to prepare your municipal income tax return, complete this form in its entirety, attach the necessary documents and drop off or mail to the address(es) shown below. Must be received by April 1, 2025 to avoid potential penalty and interest.



## 2024-City Tax Form — Due April 15, 2025

90% payment due January 15, 2025  
to avoid penalty and interest (see ordinance)

CCA FORM 120-16-1R

### CCA – DIVISION OF TAXATION

216.664.2070 • 800.223.6317

www.ccatax.ci.cleveland.oh.us

☐ Refund

☐ Amended

☐ Individual

☐ Joint

☐ Extension Attached

#### TAXABLE INCOME

Name		Social Security No.	1. Employer's Name	CITY	INCOME
Name of spouse if joint return			a.		
Current address	Apt. #	Move In	b.		
City, State, Zip		Move Out	c.		
IF MOVED DURING THE YEAR SHOW CHANGES BELOW			d.		
			2. Total Wages (Attach W-2a or 1099s)		
			3. Business Income (Attach Schedule C)		
			4. Rental Income (Attach Schedule E)		
			5. K-1 Income (Attach Schedule E & K-1)		
			6. Other Income Source		
			CITY OF RESIDENCE	PHONE NUMBER	
				( ) -	

Include copies of the following documents for income listed above (Documents will not be returned to the taxpayer).

- ☐ All W-2/1099's - Provide version of W-2/1099s showing municipal tax withheld
- ☐ Schedule C – Profit or loss from Business
- ☐ Schedule E – Supplemental Income and Loss (includes Rental Income)
- ☐ Schedule K-1
- ☐ Other Income – Provide description of Other Income if applicable \_\_\_\_\_
- ☐ First two pages of your Federal Form 1040 and Schedule 1

I DECLARE THAT I HAVE EXAMINED THIS RETURN AND ACCOMPANYING SCHEDULES AND STATEMENTS. TO THE BEST OF MY KNOWLEDGE AND BELIEF IT IS TRUE, CORRECT AND COMPLETE. THE FIGURES USED HEREIN ARE THE SAME AS USED FOR FEDERAL INCOME TAX PURPOSES ADJUSTED TO MUNICIPAL INCOME TAX ORDINANCES.

☐ I authorize the following person(s) \_\_\_\_\_  
(name and phone number) to communicate with CCA about matters pertaining to this return.

Signature of Taxpayer

Signature of Spouse, if Joint Return

Date

Drop off or mail to one of the following addresses:

Cleveland Office Mail-In  
CCA – Division of Taxation  
Attn: PMR Dept.  
PO BOX 94520  
Cleveland, Ohio 44101-4520

Cleveland Office Drop-Box  
205 West Saint Clair Avenue  
Cleveland, Ohio 44113  
(Located in the Lobby)

City of Clayton Drop-Box  
6996 Taywood Rd  
Clayton, Ohio 45322  
(Located to the left of the main entrance)

## GENERAL INFORMATION

- For the complete 2024 Individual City Tax Form and Instruction Booklet, which includes additional information on how to complete this form, please go to <http://ccatax.ci.cleveland.oh.us/?p=taxforms>

## RETURN AND PAYMENT INFORMATION

- The 2024 Return and any Tax Due is due **April 15, 2025**.
- Penalty and interest may be imposed on unpaid income tax and unpaid estimated income tax as defined by *Ohio Revised Code 718.27*.
- Failure to pay estimated tax payments totaling 90% of the current year tax due or 100% of the prior year tax due no later than 15 days after the end of your tax year may result in penalty and interest charges for underpayment of estimated tax in accordance with *Ohio Revised Code 718.08*.

## EXEMPTION CERTIFICATE

- If you live in a mandatory filing community, you may not be required to pay municipal income tax if:
  - You are retired and only received pension, Social Security, interest, or dividend income.
  - You are a member of the Armed Forces or reserve components of the United States for the entire year 2024. This does not include civilians employed by the military or National Guard.
  - You are under 18 for the entire year 2024.  
*\*If you turned 18 during 2024, and have taxable income, you will need to file a pro-rated return.*
  - You have no earned income for the entire year 2024 (Public Assistance, Unemployment, SSI, etc.)
  - You closed a business or sold rental property prior to 1/1/2024.
- Please read the instruction booklet found at <http://ccatax.ci.cleveland.oh.us/?p=taxforms> to determine whether you have taxable income for municipal income tax purposes. If you have no taxable income for municipal purposes, complete and file the Exemption Certificate found at the link above.