



VILLAGE OF MINERVA  
INCOME TAX DEPARTMENT  
209 N MARKET ST  
MINERVA, OH 44657  
330-868-7705

## REQUEST FOR APPEALABLE ASSESSMENT

### PURPOSE OF THIS FORM

If (i) the Village of Minerva Income Tax Department has imposed an assessment of penalty and interest or late filing penalties and (ii) you believe that the Village of Minerva should not have imposed the penalties, you have the right to request that the assessment of penalty, interest and late filing penalty be issued in the form of an "Assessment" that you may then appeal to the Village of Minerva's local board of tax review. Use this form to request that the Village of Minerva send to you the appealable "Assessment".

### ACTIONS YOU MUST TAKE IMMEDIATELY

Please complete this "Request for Assessment" form and return to the address set forth below. The request will be processed by the Village of Minerva and the Assessment will be served by either certified mail or delivery service.

Name: \_\_\_\_\_

Street Address or P.O. Box Number: \_\_\_\_\_

City, State, and ZIP Code: \_\_\_\_\_

Social Security Number or FEIN: \_\_\_\_\_ Tax Year \_\_\_\_\_

Signature and date: \_\_\_\_\_

Please mail the completed form to the following address:

Village of Minerva  
Income Tax Department  
209 North Market Street  
Minerva, OH 44657