



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 denied, in whole or part, a municipal income tax refund which you have requested on an original filing and (ii) you believe that the Village of Minerva should not have denied the refund requested, you have the right to request that the denial 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