



City Hall
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**IMPORTANT INFORMATION REGARDING THE NOTICE YOU HAVE RECEIVED
FROM THE CITY OF CLEVELAND CENTRAL COLLECTION AGENCY ("CCA")**

Dear City of Troy Taxpayer:

The City of Troy Income Tax Division has contracted with the Central Collection Agency of Cleveland, Ohio ("CCA") to obtain Federal income tax information to identify residents who may owe delinquent income taxes to the City of Troy. **You have received the enclosed audit notice from CCA because a check of these records indicates that you have filed a Federal Income Tax Return with the Internal Revenue Service ("IRS") but not a City of Troy Income Tax Return.**

You **must** respond **in writing** to CCA within thirty (30) days of the date of the notice, even if you reported a loss on your Federal tax return or believe that you don't have a tax balance due to the City of Troy. Regardless of income type or final liability, all residents 18 years of age and older are required to file an annual City of Troy Income Tax Return. Fill out the form located on the back of the notice and enclose a copy of all pertinent Federal tax returns and all Federal W-2 forms. Use the envelope provided with the notice to return your response to CCA.

Because Federal law prohibits the City of Troy from having direct access to IRS information, the City of Troy will not be able to assist you with questions related to your CCA notice. All questions and correspondence you have regarding the audit notice must be directed to the CCA auditor indicated on the notice.

To help you determine if you are responsible for delinquent income taxes, a complete listing of taxable and non-taxable income can be found on the City of Troy website at www.troyohio.gov. If you discover you have, in fact, received taxable income for which you have not previously filed a City of Troy Income Tax Return, contact the CCA auditor listed in the notice for information on additional documents you may need to complete to determine your City of Troy income tax liability. All documentation should be mailed to Central Collection Agency, Division of Taxation, 205 W. Saint Clair Avenue, Cleveland, OH 44113-1503. Regardless of whether or not you might owe a tax balance, all residents 18 years of age and older are required to file an annual income tax return and report all sources of income. The filing of any missing returns is required to bring your account current and to avoid legal action.

All tax returns, documentation, Federal Schedules, copies of W-2's, and payments must be remitted directly to CCA. For information on how payments can be made to CCA, contact CCA at 1-877-878-8587. CCA has provided a name of an Auditor in their Special Audit Department on the enclosed letter. Please feel free to contact this Special Auditor directly with your questions.

PLEASE DO NOT IGNORE THIS NOTICE. Failure to resolve this matter may result in legal action, including criminal charges for failure to file any missing tax filing and / or failure to pay any outstanding balance due. Thank you for your prompt attention.

Catherine L. Armocida
Fiscal Manager
CITY OF TROY
INCOME TAX DIVISION