



# City of Norwalk

P.O. Box 440 • Norwalk, OH 44857  
Ph.: 419.663.6720 • Fax: 419.663.6795  
www.norwalkoh.com

## DECLARATION OF EXEMPTION

TAX YEAR: \_\_\_\_\_

The City of Norwalk requires all residents to file a city income tax return. If you meet one of the following exemptions, completion and filing of this form will serve to meet the filing requirement. \* Denotes Required Field.

If you are a wage-earner, self-employed, own rental property, or derive any other income or loss reportable to the City of Norwalk you are NOT exempt from the annual filing requirement and cannot use this form.

*Last Name	*First Name	*MI	*Social Security Number
* Spouse Last Name	*Spouse First Name	*MI	*Spouse Social Security Number
*Present Address			*Phone Number
*City, State and Postal Code			*Date of Birth

### PERMANENT EXEMPTION

1.	I am <b>PERMANENTLY RETIRED</b> and receive only pension income or other non-taxable income for the year. Do you file a Federal Form 1040? YES NO If YES, you must attach page 1 of your Federal 1040 to this form for exemption approval.	Date Retired
2.	I am <b>PERMANENTLY DISABLED</b> and receive only non-taxable income for the year. You must attach proof of permanent disability to this form for exemption approval.	Date Disabled
3.	Taxpayer is <b>DECEASED</b>	Date of Death

### CURRENT YEAR EXEMPTION ONLY

4.	I was UNDER 18 for the entire year (Attach documentation). DATE OF BIRTH: _____
5.	Non - Taxable Income Source was: _____ (Social Security, welfare benefits, unemployment etc.) * Please see instructions on the back of this form for details. EXEMPTION WILL NOT BE APPROVED IF INCOME SOURCE IS NOT IDENTIFIED AS NON TAXABLE, IS LEFT BLANK OR READS "NONE"
6.	I was a member of the U. S. ARMED FORCES, including the National Guard, for the entire year. I received no other income taxable by the City of Norwalk (attach W-2). (Civilians employed by the military not included.)

In all cases where you are eligible for exemption, you must provide your name, address, phone number and social security number. This exemption form is not valid and will not be processed without your signature.

I hereby declare the information provided above to be true, correct and complete.

\*Signature \_\_\_\_\_ \*Date \_\_\_\_\_  
 \*Spouse Signature: \_\_\_\_\_ \*Date \_\_\_\_\_



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## DECLARATION OF EXEMPTION FORM INSTRUCTIONS

The City of Norwalk requires all residents to file a city income tax return. If you meet one of the following exemptions, completion and filing of the Declaration of Exemption Form will serve to meet the filing requirement.

If you are a wage-earner, self-employed, own rental property, or derive any other income or loss reportable to the City of Norwalk you are **NOT** exempt from the annual filing requirement and cannot use the exemption form.

<b>Exemption 1</b>	If you were retired for the entire year in question, received only income not taxable by the City of Norwalk (such as pension income, social security, interest, dividends, capital gains or other non-taxable income) for the entire year AND do not anticipate deriving any Norwalk taxable income in the future, indicate so by providing the date of your retirement. Permanently retired individuals need file this form only once. However, if your status changes and you become employed or earn Norwalk taxable income, you will be required to file a Norwalk city tax return for any full or partial year in which such income is earned. Please attach Page 1 of your Federal Return, (where applicable), to the exemption form and file with the Tax Division.
<b>Exemption 2</b>	If you were permanently disabled for the entire year in question, received only social security, interest, dividends, capital gains or other non-taxable income for the entire year AND do not anticipate deriving any Norwalk taxable income in the future, indicate so by providing the date of your permanent disability. Permanently disabled individuals need file this form only once. However, if your status changes and you become employed or earn Norwalk taxable income, you will be required to file a Norwalk city tax return for any full or partial year in which such income is earned. Please attach proof of permanent disability to the exemption form and file with the Tax Division.
<b>Exemption 3</b>	If the taxpayer is deceased, the surviving spouse or executor of the estate should indicate the taxpayer's date of death.
<b>Exemption 4</b>	If you were under the age of eighteen (18) for the entire year in question, please provide your date of birth; attach supporting documentation (such as copy of birth certificate or driver's license) to the exemption form and file with the Tax Division.
<b>Exemption 5</b>	If you were <b>not</b> retired or permanently disabled, but did not receive any Norwalk taxable income for the year in question, indicate so by checking Box 5. Attach Page 1 of your Federal Return to the exemption form and file with the Tax Division. This exemption is for one year only. A new form must be completed for any subsequent applicable year. Non-taxable income includes interest, dividends, capital gains, military pay, income earned while under the age of 18, alimony, social security benefits, welfare payments, unemployment compensation, workers compensation benefits and pension income.
<b>Exemption 6</b>	If you were on active duty in the U.S. Armed Forces for the entire year in question and received no other income taxable by the City of Norwalk, indicate so by checking Box 6. Military pay and allowances of members of the U.S. Armed Forces, including reserve components of the Ohio National Guard are not taxable. This exemption is for one year only. A new form must be completed for each subsequent applicable year. Please attach documentation supporting your military status to the exemption form and file with the Tax Division.

In **ALL** cases where you are eligible for exemption, you must complete all required fields (denoted by \*) including name, address, phone number and social security number. **An Exemption form is not valid and will not be processed without your signature.**

If you have questions or need assistance completing this form, please contact our office at 419.663.6720. You may also obtain additional information by visiting our website at [www.norwalkoh.com](http://www.norwalkoh.com).