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PERSONAL PROPERTY TAX DIVISION

Instructions to Amend a Personal Property Tax Return

Amended Tax Returns are to be sent to the State of Ohio Department of Taxation in Columbus, Ohio. There are no special forms to fill out, however the State will need the following information from the taxpayer:

- Cover letter explaining to the State what is being amended – be sure to list the name of the contact person and their phone number in this cover letter.
- One copy of the "Tentative" 920 Tax Return as originally filed with the Fiscal Office, Personal Property Tax Division.
- Two copies of the "Amended" 920 Tax Return.

Note: There is a **2-year statute** on filing an amended return. The amended return must be filed on or before the second Monday in August. **ORC 5711.25**

Example: If it were Tax Year 2004 and the taxpayer wanted to amend Tax Year 2002 they would have until the second Monday in August of 2004 to file the Amended 2002 Tax Return with the State of Ohio.

The taxpayer will need to send all necessary documents to the State at the following address:

State of Ohio Department of Taxation
Personal Property Tax Division
P.O. Box 530
Columbus, Ohio 43216-0530

State of Ohio:

Phone 614-466-8123

Fax 614-466-8654

Allow the State adequate time to process.

Should you need to contact the Fiscal Office Personal Property Tax Division we may be reached at 330-643-2547.