



New Resident Packet

Welcome to the City of Tipp City. Tipp City services primarily the addresses within the corporation limits of Tipp City and a few rural locations. Tipp City may provide some or all of the following services to your home: electric, water, sewer and trash. You may call 937-667-8424 to verify services provided. Once you have verified that Tipp City's utility services are provided to your home, the attached documentation may need completed.

- 1) **REQUIRED:** Complete the "Application/Contract for Utility and Refuse Service for the City of Tipp City." Please note the services can be transferred into your name as soon as the day after receipt of all the completed documentation. Please list co-applicant if applicable and have both individuals sign the form.
- 2) **REQUIRED:** Complete the "Resident Income Tax Questionnaire." Please contact the office if you believe your address is outside the corporation limits of Tipp City.
- 3) **OPTIONAL:** The "Automatic Deduction" form is optional. If you would like to have your bill automatically deducted from your bank account (checking or savings) on the 10th of each month please complete the form and return with a voided check or an official notice from the bank with the routing # and account #.
- 4) **REQUIRED IF RESPONSIBLE FOR PAYING FOR TRASH:** Trash service is mandatory in Tipp City and currently billed by Tipp City and collected by Waste Management. If you will be responsible for paying for the trash service (some landlords pay for the trash in the event of rentals) please review the "Refuse at a Glance" sheet and circle the type of service you would like to have. If no selection is made "Regular Residential Trash" will be automatically assigned to your account. You may change the type of trash service at any time in the future.
- 5) **REQUIRED IF RENTING:** If you are moving into a rental a deposit is required and not waived for any reason. **Cash, check or money order** are the only forms of payment accepted (NO credit or debit). The deposit is either \$150.00 for an all-electric dwelling or \$100.00 for a dwelling with both gas and electric. Please remit the appropriate deposit with all of the completed paperwork.
- 6) **REQUIRED:** Please provide a copy of the driver's license or state ID for the primary applicant to match what has been entered on the "Application/Contract for Utility and Refuse Service for the City of Tipp City."

Once the above steps are complete, homeowners may e-mail the completed "REQUIRED" documentation to utilitybilling@tippcity.net (a reply will be sent upon verification of the required documents). If a deposit is required you may stop by the Government Center Monday-Friday 8:00 a.m. to 5:00 p.m. or use the night drop that is accessible 24 hours a day 7 days a week in the entrance to the Government Center.

Thank you for your cooperation and welcome to Tipp City.



Application/Contract for Utility and Refuse Service for the City of Tipp City

Tipp City Utilities 260 S. Garber Tipp City, OH 45371 Phone: 937-667-8424 www.tippcityohio.gov Fax: 937-667-5816

Today's Date _____ Service Start Date _____

Own Rent Landlord

| | | | |
|------------------------------------------------------|-------------|--------------------------------------------------------------------------------------|------------------------------------------|
| Services Address: | | | <i>Office Use Only</i> Account Number |
| Street Number | Street Name | Apt.# | |
| Name: (Last, First, Middle Initial) | | Employer: | |
| Co-Applicant Name: | | Employer Address: | |
| Mailing Address: (If different from service address) | | Employer Phone Number: | |
| Home Phone: | | Cell Phone # | |
| Drivers License Number: | | Birth Date: | |
| E-mail Address: | | E-mail Monthly Utility Bill <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Landlord's Name | | Landlord's Phone Number: | |

IN CONSIDERATION OF RECEIVING CITY UTILITY/REFUSE SERVICES, YOU, THE SIGNER/S, AGREE TO AND ARE SOLELY RESPONSIBLE FOR THE FOLLOWING:

- For the timely payment of ALL BILLS while the utility service is in your name. This includes electric, water, sewer, and refuse charges, if serviced by Tipp City Municipal Utilities. If these charges are not paid in a timely manner, the City of Tipp City reserves the right to terminate all services.
- Requesting termination of service. Applicant is responsible for contacting the Tipp City Utility Division 24 hours prior to vacating the property. Applicant is responsible for all charges for services provided to the premises until both such notice has been given and the Utility Division has made the final reading.
- That you will abide by all rules and regulations passed by Ordinance and Resolution and/or Adopted Policies for Utility services.
- If you, your spouse, or any member of your current household owes to the City of Tipp City any past due/delinquent bills, you will pay all of these bills IN FULL before any service will be provided at the above service address. Additionally, if after this service is provided by the City of Tipp City, it is found that such past due/delinquent bills do exist, current service may be discontinued, without liability to the City, until payment of the prior bill/s is made in full.
- That you have read, understand and agree to the information listed on the **front** and **back** of this form and that you are 18 years of age or older.
- Tipp City Utilities sends copies of all "Payment Reminders/Disconnection Notices" to the property owners as the water, sewer and refuse constitute a lien on the property and ultimately become the property owners responsibility.

Signature _____
Owner/Resident/Tenant

Date ____/____/____

Signature _____
Co-Applicant

Date ____/____/____

FOR OFFICE USE ONLY

Deposit Received: \$ _____ Cash Check# _____

Application is void without official seal.



RE: NEW RESIDENT REGISTRATION QUESTIONNAIRE

Dear Resident:

We want to take this opportunity to welcome you to our City.

The Tipp City Tax Code requires that all Tipp City residents (those residing within the corporation limits) age 18 and older to file an annual income tax return. Residents who are age 16 or 17 are subject to the Tipp City tax, but need only file if their income is not fully withheld. Filing is mandatory even if no tax is due (i.e. fully withheld, no income, etc). Part-year residents should also file an annual return and report only the income earned during the Tipp City residency.

Tipp City's current income tax rate is 1.50%. If you are currently paying income tax to another city or village, Tipp City will give you credit up to 1.50% of each city's taxable wages for taxes withheld and paid to the work city.

Please complete the attached questionnaire and return it to the Tipp City Tax Department. This questionnaire will be used to set up your Tipp City income tax account. You may drop it off at our office anytime Monday thru Friday between the hours of 8 am and 5 pm or it can be mailed to us at:

Tipp City Department of Taxation
260 South Garber Drive
Tipp City, Ohio 45371

Sincerely,

Tipp City Tax Department

CITY OF TIPP CITY RESIDENT INCOME TAX QUESTIONNAIRE

| | |
|-----------------|-------|
| OFFICE USE ONLY | |
| TAX# | _____ |
| UTY# | _____ |

THE CITY OF TIPP CITY HAS A MANDATORY FILING REQUIREMENT FOR ALL RESIDENTS AGE 18 AND OLDER WHO ARE LIVING WITHIN THE CORPORATE LIMITS OF TIPP CITY. THE ANNUAL RETURN IS REQUIRED EVEN IF YOU HAD NO TAXABLE INCOME (DID NOT WORK) OR THERE IS NO TAX DUE ON YOUR RETURN.

IF YOU AND YOUR SPOUSE (IF APPLICABLE) ARE BOTH EITHER RETIRED OR ARE PERMANENTLY DISABLED AND HAVE NO TAXABLE INCOME AND NO OTHER PERSONS LIVING IN YOUR RESIDENCE, COMPLETE SECTION A THEN COMPLETE SECTION D ON THE BACK OF THIS QUESTIONNAIRE.

ALL INFORMATION PROVIDED ON THIS FORM IS CONFIDENTIAL AND IS USED FOR CITY INCOME TAX PURPOSES ONLY.

PLEASE PRINT CLEARLY

SECTION A - ADDRESS

Name _____ DOB _____ SS# _____ - ____ - ____

Spouse's name _____ DOB _____ SS# _____ - ____ - ____

Tipp City address you're moving into _____ Date moved in _____

Prior address _____

Telephone number _____ Spouse's telephone number _____

May we contact you by email? Yes No Email address _____

Do you own or rent your place of residence? Own Rent

If renting, give name and telephone of landlord Name _____ PH# _____

SECTION B - INCOME

Employer's name _____ Employment city _____
(Where work is actually performed)

Spouse's employer _____ Employment city _____
(Where work is actually performed)

If self-employed, please complete the following
Business name _____
Street address _____
City, state, zip _____
Do you have employees? Yes No

Other forms of Tipp City taxable income include but are not limited to: 1099-MISC, business income (Schedule C), rent income (Schedule E), farm income (Schedule F), trusts, stock options and income from lottery/gambling winnings.

SECTION C - OTHER OCCUPANTS IN RESIDENCE (18 & OLDER)

Give name, date of birth and Social Security number of others living with you.

| | | |
|------------|-----------|-----------|
| Name _____ | DOB _____ | SS# _____ |
| Name _____ | DOB _____ | SS# _____ |
| Name _____ | DOB _____ | SS# _____ |
| Name _____ | DOB _____ | SS# _____ |

The information provided on this questionnaire is true, correct and complete to the best of my knowledge.

Signature (self) _____ Date _____

Signature (spouse) _____ Date _____

SECTION D – RETIREES OR PERMANENTLY DISABLED

If you and your spouse (if applicable) are **both** either retired or are permanently disabled you may qualify for an exemption from filing the annual Tipp City income tax return. Individuals who qualify must not have any income subject to the local income tax. Examples of some of the more common types of taxable and non-taxable income are listed below. Questions regarding other types of income not listed in either category can be directed towards the Tipp City Tax Department at (937) 667-8426.

If you qualify, please complete the **CERTIFICATION** below. By doing so, you are certifying that you have no income subject to the Tipp City income tax and that you do not anticipate any Tipp City taxable income in the future.

Should your income status change to where you once again have taxable income, an income tax return would be required reporting such income. If your income status does change, you will need to contact the Tipp City Tax Department.

Examples of Tipp City taxable income include but are not limited to: W-2 wages, 1099-MISC, business income (Schedule C), rent income (Schedule E), farm income (Schedule F), trusts, stock options and income from lottery/gambling winnings.

Examples of Tipp City non-taxable income include but are not limited to: interest, dividends, pensions, retirement distributions, Social Security and income received for serving as a precinct official during an election.

CERTIFICATION

I/we certify that I/we have no income taxable by the City of Tipp City, Ohio. I/we further certify I/we do not anticipate taxable income in the future. Should my/our income change to include Tipp City taxable income, I/we will file as required by the Tipp City Income Tax Code. I/we understand the certification will be on file in the tax department and until I/we receive or it can be determined I/we have taxable income, I/we will not be required to file the annual Tipp City income tax return.

Signature 1 _____ Retired Date began _____
Permanently disabled Date began _____

Signature 2 _____ Retired Date began _____
(Spouse's signature – if applicable) Permanently disabled Date began _____

Tipp City Income Tax Department
260 S. Garber Dr.
Tipp City OH 45371

Phone (937) 667-8426
Fax (937) 667-6734
Email incometax@tippcity.net

Office hours are Monday to Friday 8 a.m. to 5 p.m.



Tipp City Utilities offers Automatic Deduction from a bank account. The deduction occurs on the 10th of the month. You will still receive your monthly bill as you currently do whether mail or e-mail; it will simply state "Auto Deduct to Occur on the 10th." If you are interested in signing up for Automatic Deduction, please **accurately complete, sign and returned this form to the Utility Department** in order for the deduction to begin. Please include a **voided check** if the deduction is to come from a checking account.

This is my authorization for Tipp City Utilities to automatically

debit my () checking () savings account _____
(Account Number)
_____ at the _____ branch of
(Bank Transit/ABA/Routing Number) (Branch)
_____ in _____
(Financial Institution) (City)

(State)

I understand that this authorization will be in effect until I notify Tipp City Municipal Utilities in writing that I no longer desire this service, allowing it reasonable time to act on my notification. I also understand that if corrections in the debit amount are necessary, it may involve an adjustment (credit or debit) to my account.

I have the right to stop payment of a debit entry by notifying my financial institution before the account is charged. If an erroneous debit entry is charged against my account, I have the right to have the amount of the entry credited to my account by my financial institution, if it is within (15) calendar days following the date on which I was sent a statement of account or a written notice of such entry or 45 days after posting, whichever occurs first. I must give my financial institution a written notice identifying the entry, stating that it is in error and requesting credit back to my account.

THIS AUTHORIZATION IS NON-NEGOTIABLE AND NON-TRANSFERABLE.

(Address)

(Utility Billing Account #)

(Date)

(Phone)

(Signature)

For Office Use Only:

Rec'd Date & Employee

Bill Due Date to Begin

Entered

Checked for 1st ACH