



## INSTRUCTIONS FOR FORM DOE

If you were a wage earner, were self-employed, owned rental property, or derived any other city taxable income, you are not exempt from the mandatory annual filing requirement and may not use this form.

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**EXEMPTION #1** If you were under the age of eighteen (18) for the entire year in question, indicate so by filling in your date of birth. This exemption must be accompanied by proof of age (e.g. a photocopy of a birth certificate or driver's license).

### **Parents of Minors**

If your child has received this registration, please fill in Name and Date of Birth so that we get this information noted to avoid future requests.

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**EXEMPTION #2** If you were retired for the entire year in question, receiving only pension income, and do not anticipate deriving any city taxable income, indicate so by filling in the date of your retirement. Those individuals of or near retirement age who received only city nontaxable income (e.g. interest, dividends) may also claim this exemption by filling in the date that the individual discontinued earning city taxable income.

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**EXEMPTION #3** If the taxpayer did not reside in the City of Marysville for which the exemption is being claimed at all during the year in question, indicate so by filling in the date the taxpayer moved in or out of the municipality.

### **College Students**

A majority of students are living at their respective colleges during the school year; however, their domicile (legal residence) is their parent's home.

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**EXEMPTION #4** If the taxpayer in question is deceased, the executor of the taxpayer's estate should indicate the taxpayer's date of death.

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**EXEMPTION #5** If the taxpayer is not retired but did not receive any city taxable income for the year in question, indicate so by checking Box 5 and describing the nature of the income in the space provided. This exemption is for one year only and Form DOE must be completed for each subsequent applicable year.

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**EXEMPTION #6** If the taxpayer was an active member of the U.S. Armed Forces for the entire year in question, indicate so by checking Box 6. This exemption is for one year only and Form DOE must be completed for each subsequent year.

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**EXEMPTION #7** If the taxpayer has filed jointly with his/her spouse, indicate so by filling in the name of the spouse and provide their Social Security Number. If in a subsequent year, a married couple elects to file separately, it shall be the responsibility of each spouse to obtain and file a return.

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In all cases where the taxpayer is eligible for exemption, the taxpayer should provide his/her social security number, name, address and phone number.

**THIS EXEMPTION FORM IS NOT VALID AND WILL NOT BE PROCESSED WITHOUT THE TAXPAYER'S SIGNATURE.**

**Completed forms should be directed to:**

**City of Marysville  
Income Tax Division  
P.O. Box 385  
Marysville, OH 43040-0385**