

**CITY OF LANCASTER, OHIO**

**1099-MISC NOTIFICATION**

**FORM 1099-N**

**MAIL TO: DIVISION OF TAXATION  
CITY OF LANCASTER  
P.O. BOX 128  
LANCASTER, OH 43130-0128**

**PHONE: (740) 687-6606**

**FOR TAX YEAR 2003                      DUE BY: FEBRUARY 28, 2004**

INDICATE BOX THAT APPLIES:

**1099-MISC ISSUED & ATTACHED**

**1099-MISC WERE NOT ISSUED**

**FILING INSTRUCTIONS**

On or before the last day of February, any individual or business entity that compensates (on a commission, rental or contract basis) any individual who is either:

- (1) a Lancaster resident, or
- (2) a non-Lancaster resident who did work in Lancaster, or
- (3) a non-Lancaster resident, who received rental income for property located in Lancaster

must furnish copies of federal form 1099-MISC or an equivalent to the City of Lancaster. If the above mentioned applies, mark the box "1099-MISC issued & attached". However, if the above does not apply, mark the box "1099-MISC were not issued" and return by February 28. Failure to file Form 1099-N by February 28 will result in a penalty of \$10 per month or part month up to maximum of \$50.

**Please direct this form to the person responsible for issuing 1099-MISC forms.**

Signed \_\_\_\_\_ Title \_\_\_\_\_

Fed. ID No. \_\_\_\_\_ Date \_\_\_\_\_

Phone No. (\_\_\_\_\_) \_\_\_\_\_

1099-MISC MUST BE ATTACHED