

CHOOSE E-FILE OPTION

STOP! Please read through this insert entirely before beginning your 2011 return.

The City of Lancaster Income Tax Department is offering the option to electronically file your **2011** tax return **beginning mid January 2012**. This year you may choose to e-file your return or print your return out and send it to us via the Postal Service method. In order to E-File this year, you will have to have access our Tax Tool using the URL number designated on the front of your preprinted tax form enclosed. We encourage you to use the tax tool to e-file your return; however, if you are unable to use the electronic file option or simply decide not to e-file this year, then you will still be able to print out your completed return from the tax tool and submit it to the Lancaster Income Tax Department in person or by mail.

Also, note that this is NOT a Lancaster School District return. Lancaster School District returns are filed under the jurisdiction of the State of Ohio. Their returns and e-file site is found under www.ohio.gov.

Please Note: If you depend on the Lancaster Income Tax Department to prepare your City return, please understand that beginning this year, due to budget cuts, the Income Tax staff levels have been reduced. Preparation of your Lancaster 2011 return may require you to wait in long lines, especially if you wait until April. If you plan to have us prepare your 2011 return, we encourage you to get it filed as soon as you can in February or March and do NOT procrastinate. If you have a tax professional or a third party preparation company, such as H&R Block, prepare your other returns, you may want to consider having them do your Lancaster City return also. In April, we will implement a cut off period by which we will not accept walk-ins after 4:00 p.m. Also, contacting us by telephone in April can and will be affected, especially as the deadline approaches. We expect there to be times when no staff member will be able to answer the telephone due to heavy foot traffic. So, plan accordingly and do not wait to file.