

If you would like CCA – Municipal Income Tax to prepare your municipal income tax return, complete this form in its entirety, attach the necessary documents and drop off or mail to the address(es) shown below. Must be received by April 1, 2026 to avoid potential penalty and interest.



2025–City Tax Form – Due April 15, 2026

90% payment due January 15, 2026 to avoid penalty and interest (see ordinance)

Central Collection Agency
Municipal Income Tax
(216) 664-2070 / (800) 223-6317
www.ccaohio.gov

Refund Amended
 Individual Joint Extension Attached

CCA FORM 120-16-1R

Name		Special Security No.
Name of spouse if joint return		
Current address	Appt. #	Move In / / Move Out / /
City, State, Zip		
IF MOVED DURING THE YEAR SHOW CHANGES BELOW		

TAXABLE INCOME		
1. Employer's Name	CITY	INCOME
a.		
b.		
c.		
d.		
2. Total Wages (Attach W-2s or 1099c)		
3. Business Income (Attach Schedule C)		
4. Rental Income (Attach Schedule E)		
5. K-1 Income (Attach Schedule E & K-1)		
6. Other Income Source		
CITY OF RESIDENCE		PHONE NUMBER
		() -

Include copies of the following documents for income listed above (Documents will not be returned to the taxpayer).

- All W-2/1099's - Provide version of W-2/1099s showing municipal tax withheld
- Schedule C – Profit or loss from Business
- Schedule E – Supplemental Income and Loss (includes Rental Income)
- Schedule K-1
- Other Income – Provide description of Other Income if applicable _____
- First two pages of your Federal Form 1040 and Schedule 1

I DECLARE THAT I HAVE EXAMINED THIS RETURN AND ACCOMPANYING SCHEDULES AND STATEMENTS. TO THE BEST OF MY KNOWLEDGE AND BELIEF IT IS TRUE, CORRECT AND COMPLETE. THE FIGURES USED HEREIN ARE THE SAME AS USED FOR FEDERAL INCOME TAX PURPOSES ADJUSTED TO MUNICIPAL INCOME TAX ORDINANCES.

I authorize the following person(s) _____ (name and phone number) to communicate with CCA about matters pertaining to this return.

Signature of Taxpayer _____ Signature of Spouse, if Joint Return _____ Date _____

Drop off or mail to one of the following addresses:

Cleveland Office Mail-In
CCA – Municipal Income Tax
Attn: PMR Dept.
PO BOX 94520
Cleveland, OH 44101-4520

Cleveland Office Drop-Box
205 W St Clair Ave
Cleveland, OH 44113
(Located in the Lobby)

City of Clayton Drop-Box
6996 Taywood Rd
Clayton, OH 45322
(Located to the left of the main entrance)