

Attention

Reading City Offices will remain open via **PHONE ONLY** Monday-Friday 7 AM – 5 PM.

In line with guidance from National, State, County, and Health Officials, to protect all of our residents and staff, especially the most vulnerable among us, the following changes for City Hall will be implemented. If you have any other questions regarding parks, truck rentals, or other items, please call us M-F 7AM – 5 PM

Tax Payments and Filings

- Tax Office will be available by **PHONE** Monday-Friday (7AM-5PM). The contact information for the tax office is: (513) 733-0300 or email: shoelmer@readingohio.org or mcranmer@readingohio.org
- For anyone who already has their Reading taxes prepared, please pay by one of the following methods:
 - Mail your return and payment to: 1000 Market Street, Reading, OH 45215
 - Drop your return and payment in the box at the corner of Pike and Market Streets. These will be emptied hourly.
 - Call to make Credit Card payment: (513) 733-0300 or pay online via www.readingohio.org under the tax page.
- If you need your local tax return prepared, we will still do this for you. You do not need to come inside the office to do so. To file we just need copies of first two pages of your Federal Return, all W2's, and other federal schedules.
 - Please mail or drop these documents off in the same manner above for payments. Our staff will calculate your return and then mail the completed return to your address and then you need only sign the return and send with payment if applicable.
- 3/26/2020: In accordance with Federal/ State mandate, the extended due date for filing the City of Reading Income Tax Return is July 15, 2020

FOR ANY QUESTIONS PLEASE CALL (513) 733-0300

Water Utility Payments

- Mail payments to address at the bottom of your bill stub or if you do not have your stub mail to: 1000 Market Street, Reading, OH 45215 with your service address listed in an envelope.
- If you want to drop your payment off at City Hall, place your payment in the silver box at the corner of Pike and Market Streets. If you want a receipt beyond your cancelled check, please call us after we have processed your payment and a receipt will be mailed. We will check and empty this hourly.
- Set up auto-pay from your checking or savings account with the water clerk by calling (513) 733-3725. The ACH form may also be found on the city's website at www.readingohio.org
- Credit Card- You can call us at (513) 733-3725 to make payment. There is a \$3.95 fee for credit cards
- If cash payment is only way to pay, please call us when you are outside the door on Pike St. and we will come down and collect your cash, but please pay other manners if possible.

FOR ANY QUESTIONS, PLEASE CALL (513) 733-3725

BUILDING AND ZONING PERMITS

- If you are dropping off or need to pick up a permit. Please call us at (513) 733-3725 when you are outside and one of the employees will walk down to collect your permits and payment.
- Building and zoning official will be here still Tuesday and Thursday from 10-2 if you have a question regarding a permit.