

**TAX OFFICE**

6000 Mason-Montgomery Road  
Mason, Ohio 45040  
P: 513.229.8535  
F: 513.229.8531  
tax@masonoh.org



## AUTHORIZATION TO COMMUNICATE VIA E-MAIL City of Mason Tax Correspondence

NAME: \_\_\_\_\_

SPOUSE'S NAME (IF FILING JOINTLY): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

LAST 4 DIGITS OF PRIMARY ACCOUNT HOLDER'S SOCIAL SECURITY NUMBER: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

I (we) understand that for verification purposes, a test e-mail will be sent to me (us) after receipt of this form. If my (our) e-mail address changes, I (we) will notify the Tax Office by submitting a new e-mail authorization form.

I (we) authorize the City of Mason to communicate tax information to us via the above e-mail address. These e-mails may include but are not limited to General Notices and Reminders, Estimated Tax Coupons, and Correction, No-File, or Balance-Due letters.

I understand that failure to receive e-mails sent by the Tax Office, for whatever reason, does not alter my responsibility to file tax returns, make payments, or reply to correspondences from the Tax Office.

Further, I understand that I may withdraw my permission to communicate via e-mail at any time by notifying the Mason Tax Office in writing or via e-mail.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse Signature

\_\_\_\_\_  
Date