

## Instructions for finding Municipality Tax Rates

If you are unsure if there is a municipal tax where you reside, please access the following website listed below in the “screen shot”.

Once at this website, follow these instructions:

1. Click on “**Address**” under the “*Lookup Tax Rate*” heading
2. Enter your full address and zip code (NO post office box numbers) and then click on “Lookup”
3. A new page will display with the name of the Municipal Income Tax as well as the rate of tax
4. Enter the Municipality Name on the Wood County ESC Municipality Tax Form, line 2.
5. Enter “n/a” if you are *not* liable for any tax because you do not reside in a municipality.

The screenshot shows a web browser window titled "The Finder - Municipal Tax". The address bar displays the URL: [https://thefinder.tax.ohio.gov/StreamlineSalesTaxWeb/default\\_municipal.aspx](https://thefinder.tax.ohio.gov/StreamlineSalesTaxWeb/default_municipal.aspx). The browser's address bar also shows a search engine (Google) and various navigation icons. The website header includes the Ohio Department of Taxation logo and the text "The Finder Municipal Income Tax". Below the header, there is a navigation menu with "The Finder > Municipal Income Tax". The main content area is titled "Municipal Tax" and contains the following text: "This site provides municipal tax information for all addresses in the State of Ohio. Choose one of the following options:"

- Lookup Tax Rate**
  - Address
  - Zip Code (5-digit or 9-digit)
  - Latitude/Longitude
- Download Tax Rates and Geographic Information Systems (GIS) Boundary Data**
  - Municipal Rate Database Table
  - Downloadable Address Files and Instructions
- Upload Databases** - Registered and logged in users may get the appropriate municipal tax rates applied through this secure application.
  - Registration
  - Upload/Return File Instructions

On the left side of the page, there is a sidebar menu titled "The Finder" with the following options: "Sales and Use Tax", "School District", "Municipal Tax", "Tax District Summary", "Contact Us", and "Login".

**Please see Payroll Specialist for more detailed instructions**