

## Village of Ansonia Income Tax Department

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Ansonia, OH 45303

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## Notice Your Right to Appeal

An assessment, as defined in Ohio Revised Code Chapter 718.01, may be appealed to the Local Board of Tax Review (Local Board) by following the instructions below:

- 1.) Within 60 days after receiving an assessment from the Tax Administrator, the taxpayer shall submit a written request to the Local Board and shall specify the reason(s) why the assessment should be deemed incorrect or unlawful.
- 2.) The appeal must be signed, dated, sealed and can be mailed or hand delivered to the Local Board using the address below:

Local Board of Tax Review  
202 N Main St PO Box 607  
Ansonia, OH 45303

- 3.) The Local Board shall schedule a hearing within 60 days after receiving an appeal unless the taxpayer requests additional time or waives the hearing. A letter will be mailed notifying the taxpayer of the scheduled time and place of the hearing. The taxpayer may appear before the Local Board with representation by an attorney, CPA, or other representative.
- 4.) The hearing may be continued as jointly agreed but must be completed within 120 days after the first day of the hearing, unless the parties agree otherwise.
- 5.) The Local Board may affirm, reverse, or modify the Tax Administrator's assessment or any part of that assessment. The Local Board shall issue a final determination on the appeal within 90 days after the final hearing.
- 6.) The Local Board shall send a copy of the final determination by mail to all parties of the appeal within 15 days after its issuance.
- 7.) The taxpayer or the Tax Administrator may appeal the Local Board's final determination as provided in Ohio Revised Code Chapter 5717.011.
- 8.) The Local Board is a non-compensated committee consisting of two members appointed by Village Council and one member appointed by the Village Administrator.
- 9.) The Taxpayer's Rights & Responsibilities, required by Ohio Revised Code Chapter 718, can be found at <http://www.ansoniahio.us>.