

HOW TO APPEAL A DECISION OF THE TAX DEPARTMENT

The request shall be in writing, shall specify the reason or reasons why the decision should be deemed incorrect or unlawful, and shall be filed within 60 days after the taxpayer received the decision. (181.18)(c).

Should you find it necessary to appeal a decision of the Granville Income Tax Commissioner, please use the following information.

1. Write a letter requesting a hearing and state why the decision should be deemed incorrect or unlawful. The request must be filed within 60 days after the Tax Administrator issues the decision. Please include a telephone number where you can be contacted during the day.
2. Put your letter in an envelope and send (or deliver) to:

Board of Tax Review
C/O Income Tax Commissioner
Offices of the Village of Granville
141 E Broadway
P.O. Box 514
Granville OH 43023