



**Use only black ink/UPPERCASE letters.**

Do you currently have an active/open bankruptcy case? ☐ Yes ☒ No

Last name

[illegible][illegible]

ZIP code

--	--

--	--

 - 

--	--

 - 

--	--

 to 

--	--

 - 

--	--

 - 

--	--

I authorize the Tax Commissioner or his/her designee, on the basis of this review, to send this form to the Director of \_\_\_\_\_ (Government Agency) or his/her designee. In making this authorization, I expressly waive the confidentiality provision of Ohio law which would otherwise prohibit such disclosure and release ODT and its employees from any and all liability with respect to the limited disclosure outlined below and authorize herein.

Applicant's Handwritten Signature: \_\_\_\_\_ Phone number: \_\_\_\_\_ Date: \_\_\_\_\_

- Through the LTW Program, ODT investigates if job applicants or contractors are in compliance with their Ohio individual and school district income tax obligations.

- In order to expedite the review process and provide improved securities, ODT has established secure aspects of the LTW Program. Below are the highlights to follow when completing the LTW form:
  - The LTW form must be completed in its entirety, including identification of the government agency which submitted the form.
  - In the event the LTW form is incomplete or improperly submitted, the submitting agency will be notified of any issue and no further action will be taken. A new application submission must be submitted to complete the review.
- The LTW form must be transmitted from an e-mail account associated with the requesting government agency. In addition, the request must identify the government agency contact information and their position.
  - The completed LTW form contains Sensitive/Confidential Personal Information (CPI), and must be sent via encrypted or secure e-mail, using the dedicated LTW e-mail address: **LTW@tax.ohio.gov**.

- The applicant or contractor should forward the completed LTW form to the requesting government agency contact for authorized submission. Do not forward to the e-mail address listed above.

- The requesting government agency will be notified of the results of the LTW review by e-mail. These results will only be "review closed with tax clearance" or "review not cleared" with action required. No account details are released to the requesting agency.

- In the event an applicant or contractor is identified as having a “not cleared” status with an apparent outstanding tax issue, the applicant or contractor must contact ODT’s LTW Liaison at (855) 995-4422 within 7 business days of the response provided to the requesting government agency.
- The applicant or contractor will be given the results through our OH|TAX eServices website at [tax.ohio.gov/myportal](https://tax.ohio.gov/myportal). The LTW Liaison will be able to help the applicant or contractor complete the registration process. Through the website, the applicant or contractor will be able to file, pay and have direct communication to the LTW Liaison.
- Provided the applicant or contractor makes timely contact, they will be given up to 14 business days to resolve the apparent tax issue. If the applicant or contractor does not make the necessary contact within 7 business days and/or does not resolve the outstanding tax matter within the 14 business days allotted, ODT will provide notice to the requesting government agency that the LTW request will be considered closed without a tax clearance. Once closed, a new LTW form must be submitted to ODT if the requesting government agency wishes to allow the applicant or contractor to seek tax clearance.
- If you have any questions regarding the above highlights, please contact the LTW Liaison at (855) 995-4422.

**IMPORTANT:** Applicant or contractor must create an OH|TAX eServices account at [tax.ohio.gov/myportal](https://tax.ohio.gov/myportal) prior to contacting the LTW Liaison.

**Limited Tax Waiver**  
**Application for Government Agency Use Only**

SSN

Use only black ink/UPPERCASE letters.

Street Address

City

State

ZIP code

Dates of Residency

-

-

to

-

-

Street Address

City

State

ZIP code

Dates of Residency

-

-

to

-

-

Street Address

City

State

ZIP code

Dates of Residency

-

-

to

-

-

Street Address

City

State

ZIP code

Dates of Residency

-

-

to

-

-

Street Address

City

State

ZIP code

Dates of Residency

-

-

to

-

-