

**TRANSCRIPT ON APPEAL TO THE BOARD OF TAX APPEALS**

**(For Appeals of a Final Determination of the Tax Commissioner,  
Or a Decision of a Municipal Board of Appeal)**

\_\_\_\_\_  
**Appellant** (Please Print)

v.

Lower Tribunal Case No. \_\_\_\_\_

BTA Case No. \_\_\_\_\_

\_\_\_\_\_, Tax Commissioner of Ohio,  
Or Municipal Board of Appeal and

\_\_\_\_\_  
**Appellee(s)** (All other parties to the appeal, if any)

\_\_\_\_\_  
(Addresses of all other Appellees, if any)

The \_\_\_\_\_,  
(Tax Commissioner of Ohio, or Municipal Board of Appeal), through its tax administrator, chairperson or secretary, hereby certifies the transcript of the record of proceedings before it pertaining to its review of the captioned matter, along with all evidence offered in connection with that review.

1. This appeal originated with the filing of \_\_\_\_\_ (type of return) for the tax year(s) \_\_\_\_\_.
2. The taxpayer filed its original challenge on \_\_\_\_\_ (date) and a copy is attached.
3. The lower tribunal:
  - A. Issued its determination/decision on \_\_\_\_\_ (date),
  - B. Mailed it to all parties, including \_\_\_\_\_ (name of taxpayer)  
At \_\_\_\_\_ (address of taxpayer) on \_\_\_\_\_ (date).
  - C. A copy of the lower tribunal's decision is attached.
4. A copy of the notice of appeal was received by the lower tribunal on \_\_\_\_\_ (date).  Never Received
5. If in issue, relevant municipal ordinance(s) in effect as of the tax years in issue is (are) attached.

**Small Claims Eligible:** The amount in controversy claimed by the taxpayer does not exceed \$10,000, exclusive of interest and penalty.

I certify that the foregoing statements are true and that the attached transcript is a true and complete record of the proceedings before the \_\_\_\_\_ (lower tribunal) pertaining to the decision appealed from and all evidence offered and considered by such lower tribunal is included.

\_\_\_\_\_  
Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Title

**(BACK OF FORM MUST ALSO BE COMPLETED)**

**ATTACH ALL DOCUMENTS TO THIS FORM**

Attach the original or a true and complete copy of all documents and records pertaining to the challenge, including, but not limited to, the following:

**Attach and label the documents described below:**

<b>EXHIBIT NO.</b>	<b>DESCRIPTION</b>
A. <input type="checkbox"/>	The challenge filed by the taxpayer, together with all documents filed with that challenge. The challenge should clearly show the date it was filed with the lower tribunal.
B. <input type="checkbox"/>	Notices, correspondence, and all other documents constituting the file record relating to this complaint.
C. <input type="checkbox"/>	The transcript or record of the proceedings pertaining to the challenge, including all evidence offered in connection therewith and information obtained from any independent investigation undertaken.
D. <input type="checkbox"/>	The decision rendered by the lower tribunal.
E. <input type="checkbox"/>	Proof that notice of the decision of the lower tribunal was delivered to all persons entitled to such notice and the date of mailing.
F. <input type="checkbox"/>	Notice of appeal, if any, filed with the lower tribunal, with the date of filing clearly shown.