



## City of Clyde

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### MEMO

**UPDATED 5/29/2020**

COVID - 19 Response Plan

The drive thru will open Monday June 1, 2020. The drive thru will resume normal hours of 7:30am-4pm M-F. The drive thru will be used for utility bill payments, and tax return drop off only. All Tax preparations will be by appointment only. The Lobby will still remain closed for all other customers at this time as we are waiting for the vendor to install our safety glass on the counters.

### UTILITIES-

Utility payments will be accepted by way of the drive thru, the outside lane Drop box, US Mail, ACH, Credit Card <https://pay.clydeohio.org/> (fee applies) and payments at Drug Mart.

Utility Sign Ups - Customers will need to call the office 419-547-0575, or email [utility@clydeohio.org](mailto:utility@clydeohio.org) to request a sign up card and further instructions.

**Disconnects - THERE WILL BE NO DISCONNECTS FOR NON PAYMENT OF UTILITIES FOR the JUNE 10, 2020 SHUTOFF.** Bills will still be the responsibility of the account holder.

### TAXES

**Clyde City Income Tax will be due July 15.** This is an extension from the traditional April 15 due date. With the extended filing date, there will not be a penalty for failure to file or pay for the 2019 tax return until July 15. Taxes can be submitted via Drive Thru, US Mail, or Drop Box. Our City of Clyde website ([clydeohio.org](http://clydeohio.org)) has blank forms for completing returns.

**EFFECTIVE JUNE 1, 2020, In office appointments can be made for tax preparations. Please call Lucy Ritter with questions or to set and appointment 419-547-8917 or email [tax@clydeohio.org](mailto:tax@clydeohio.org)**

### MISC.

Community Room rental - There will be NO reservations for the community room until further notice.  
Garage Sale Permits will be issued over the phone (419-547-0575) with the \$1 fee waived for the time being.

Please Call 419-547-0575 if there are further questions.

Thank you,

Craig Davis  
City of Clyde - Finance Director

