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Certified Mail Instructions

Please send your documents by **Certified Mail with Return Receipt Requested**.

Follow these steps:

1. Go to your local United States post office.
2. Ask to send the envelope by **Certified Mail** and request a **Return Receipt** (this provides proof that it was delivered).
3. At the counter, ask the postal clerk to **date-stamp your proof of mailing (receipt)**. This is important—it confirms the exact date you mailed it.
4. **To be safe, mail the documents on or before July 03, 2026. (But at the latest July 10, 2026)**

Cost:

Certified Mail with Return Receipt typically costs **about \$8–\$15 total**.

What to keep:

- Keep your **receipt with the date stamp** (proof of mailing).
- Keep the **tracking number** so you can monitor delivery.
- Keep a **copy** of what you sent

If you have trouble at the post office, just ask the clerk for help—they are very familiar with this process.

Why is this important?

Unless you can prove that you mailed your tax return or claim for refund on time, using SPECIFICALLY United States Postal Service Certified Mail with a mailing receipt date-stamped at the office, you may not get any refund.