

**You will find general tax information about the City of Springboro Income Tax Return. We encourage you to bring your income tax information to our office and we will gladly prepare your City of Springboro Income Tax Return for you. There is no fee for this service. You may also visit our website and use our online tax preparation tool.**

## **INCOME TAX INFORMATION**

For additional information or assistance, contact (937) 748-9701

**WHO MUST FILE** All residents of Springboro are required to file an annual income tax return. There is no minimum or maximum age or income limit for reporting and paying on taxable income. Please refer to the listing below to determine whether or not specific types of income/compensation are taxable.

**PART YEAR RESIDENT** All income earned in Springboro is fully taxable and reportable, regardless of residency. All income earned while a resident is reportable. Any proration of other city income results in proration of other city credits. Calculations must be supported by documentation. If you work a full year, you can prorate your income by dividing it by 365 and then multiple that by the number of days you lived in Springboro. *Remember, you must also prorate your credit.* You can also use your check stub to show the amount of income earned before or after moving to Springboro. You must attach a copy of your check stub and W-2.

**EXTENSIONS** Extension requests must be received by **4/17**, accompanied by a copy of your Federal Extension request and payment in full of the balance of any income tax liability. **An extension will not be granted for payment of tax due.** A penalty and interest charge will be assessed for all payments received after April 17<sup>th</sup>.

**DECLARATIONS** Filing and paying quarterly estimated tax payments are required if you owe more than \$500. The quarterly declaration for 2012 is calculated on the 2011 income from the city tax return. You must pay 22.5% of your tax liability by 4/17(first quarter), 45% of your total tax liability by 7/31(second quarter), 67.5% of your total tax liability by 10/31(third quarter), 90% of your total tax liability by 1/31(fourth quarter). Or you may remit 100% of the prior year tax liability. Vouchers for 2nd, 3rd and 4th quarter payments can be found on our website at [www.ci.springboro.oh.us](http://www.ci.springboro.oh.us) and **will not be mailed separately. Would you like to receive an email to remind you that your estimated payment is due? If so, please send your email address to [taxdept@cityofspringboro.com](mailto:taxdept@cityofspringboro.com).** **\*\*This is a reminder of the due date only and will not include any personal or payment information.\*\***

**DOCUMENTATION** Supporting documentation is necessary to verify all amounts of taxable income, expenses, deductions and credits. Federal schedules, forms, W-2's, 1099's, etc. are required for your return to be complete.

**AMENDED RETURNS** An amended return is needed for any year in which an amended Federal Return is filed, or in which your federal tax liability has changed. An amended return must be filed within ninety (90) days of the filing of any amended Federal Return. An amended return is needed, if you received a refund from another city and did not reduce the credit accordingly.

**PAYMENT METHOD** You may pay by cash (in person), check, money order or credit card.

**BUSINESS ENTITIES** Business entities that are required to file must use a Business Income Tax Return, obtainable from the Income Tax Department. Business entities include, but are not limited to, corporations, partnerships, S-corporations, limited liability companies, limited liability partnerships, etc.

## **TAXABLE INCOME**

1. Wages, salaries and other compensation.
2. Commissions, fees, and other earned income.
3. Bonuses, stipends, and tip income.
4. Sick pay (including third party sick pay).
5. Employer supplemental unemployment benefits (SUB pay).
6. Strike pay.
7. Vacation pay.
8. Employee contributions to retirement plans and tax deferred annuity plans (including Section 401k, 403b, 457b, etc.)
9. Pre-retirement distributions from retirement plans.
10. Profit-sharing.
11. Contributions made on behalf of employees to tax deferred annuity programs.
12. Net rental income, net farm income.
13. Uniform, automobile, moving and travel allowances.
14. Employee contributions to cost of fringe benefits.
15. Stock options.
16. Lottery winnings equal to or greater than \$5000.00.
18. Compensation paid in goods or services or property usage.
17. Employer paid premiums for group term life insurance over \$50,000.00
19. Income from wage continuation plans (including retirement incentive plans and severance pay).
20. Income from guaranteed annual wage contracts.
21. Prizes and gifts if connected with employment.
22. Director fees.
23. Income from jury duty.
24. Executor fees.
25. Union Steward fees.
26. Income from partnerships, estates or trusts.
27. Net profits of businesses, professions, sole proprietorships.
28. Ordinary gains as reported on Federal form 4797.
29. Reimbursements in excess of deductible expenses.
30. Employer provided educational assistance, taxable to the same extent as for federal taxation.

## **NON-TAXABLE INCOME**

1. Interest or dividend income.
2. Welfare benefits, social security.
3. Income from qualified pension plans.
4. State unemployment benefits.
5. Worker's compensation.
6. Proceeds of life insurance.
7. Alimony and child support.
8. Active duty military pay (including active duty National Guard).
9. Capital gains.
10. Income from election day poll work (under \$1,000.00).
11. Lottery winnings equal to or less than \$4,999.99.
12. Prizes or gifts not connected with employment.
13. Patent and copyright income.
14. Royalties derived from intangible income.
15. Annuity distributions.
16. Housing allowances for clergy to the extent that the allowance is used to provide a home.
17. Health & welfare benefits distributed by governmental, charitable, religious or educational organizations.
18. Compensatory insurance proceeds derived from property damage or personal injury settlements.

**Above lists are not all-inclusive. For more information, contact (937) 748-9701.**

## Instructions for Completing Your City of Springboro Individual Income Tax Return

**Heading** Print your name, address and social security number plainly or make needed corrections if already printed. If you have moved, indicate date of move, present address and former address. Please provide your phone number, so that we may contact you regarding any questions concerning this income tax return.

**Section A** If you have reviewed the taxable/non-taxable income listings and your only source of income is from a non-taxable source, or if any of the exemptions apply and you have no taxable or reportable income, complete Sections A and C only. If you have taxable income or compensation, you must complete Section B.

**Section B** List each W-2 and 1099-Misc. separately, on the reverse side of the tax form. Attach a separate sheet if necessary. For each W-2, enter the city where work was actually performed, the gross salary or wage, the amount of Springboro tax withheld, credit for other city tax withheld (see instructions for line 8B below). Attach all W-2's, 1099-Misc. forms and W-2G's (photocopies are acceptable). Part-year residents should prorate your income and credits based on the time you lived in the city. If the wages reported in box 18 do not equal the total amount of wages reported on your W-2; then a portion of your income may have been earned in a city or township that does not collect income tax. You must enter the amount of wages earned in the non taxing district as an additional locality, with zero listed as tax withheld. If you have any other questions please contact your employer or the tax department at 937-748-9701.

**Line 1** Enter total from worksheet A, column 2, from reverse side of tax form.  
Put the number of W-2 forms in the box and **Attach all W-2 forms.**

**Line 2** Enter the total from worksheet B, from reverse side of tax form. **All Federal schedules must be attached.**

**Line 3** Subtract line 2 from line 1. Enter the total.

**Line 4A** Enter the negative amount from worksheet C, from reverse side of the tax form.  
**All Federal schedules must be attached.**

**Line 4B** Enter the positive amount from worksheet C, from reverse side of the tax form.  
**All Federal schedules must be attached.**

**Line 5** Enter income from lotteries, gaming, wagering, or other schemes of chance.

**Line 6** Add lines 3, 4B and 5. This is the amount of income subject to tax.

**Line 7** Multiply the amount of income on line 6 by 1.5% (.015).

**Line 8** Credits

8A Enter total Springboro tax withheld from column 3.

8B Enter total credit for the tax you paid to other cities from worksheet A, column 6. **Do not enter the actual amount of tax you paid. If you received a refund from another city, you must reduce the credit accordingly. Do not reduce the income, only the credit.**

8C Total estimated tax payments that you paid.

8D Prior year overpayment (Do not include amounts refunded to you).

**Line 8E** Add 8A, 8B, 8C and 8D. This is your total tax credit.

**Line 9** Subtract line 8E from line 7. If line 7 is greater than line 8E, then you have a balance due.

**Line 10** If line 8E is greater than line 7, you have an overpayment of tax. Indicate whether you prefer to have a refund or credit applied to next year. Allow 90 days for the refund to be issued.

**Line 11** Late payment and late filing will result in the assessment of penalty and interest charges.

**Line 12** Balance due. Line 9 plus line 11.

**Line 13** Total estimated tax due for 2012 (Income x 1.5%).

**Line 14** Less credits for tax to be withheld by employers, and prior year credit carried forward.

**Line 15** Net tax due (Line 13 minus line 14)

**Line 16** First quarter estimated tax due (1/4 of line 14).

**Line 17** Total Due – Line 12 plus line 16. **Payment in full is due by 4/17/12.** Make checks payable to the “City of Springboro”. To make a credit card payment visit the website at [www.ci.springboro.oh.us](http://www.ci.springboro.oh.us) to pay your balance online.

2011 SPRINGBORO INDIVIDUAL INCOME TAX RETURN 2011

FOR ASSISTANCE
CALL (937) 748-9701
FAX (937) 748-6185

320 W. Central Ave., Springboro, OH 45066 - Due on or before APRIL 17, 2012
FOR FAILURE TO FILE BY APRIL 17, 2012, A MINIMUM \$40.00 PENALTY WILL BE ASSESSED

IF NAME OR ADDRESS IS INCORRECT, MAKE NECESSARY CHANGES
(LIST BOTH NAMES AND SOCIAL SECURITY NUMBERS IF FILING A JOINT RETURN)

TAXPAYER SSN
SPOUSE SSN
HOME PHONE NUMBER
IF YOU MOVED DURING THE YEAR, COMPLETE THIS SECTION:
DATE MOVED IN OUT
FORMER ADDRESS

I AM NOT REQUIRED TO COMPLETE SECTION B OF THIS RETURN BECAUSE:
ACTIVE DUTY MILITARY (ATTACH W-2) TAXPAYER DECEASED, LIST DATE OF DEATH
NO EMPLOYMENT MOVED FROM SPRINGBORO PRIOR TO 1-1-11, DATE OF MOVE
ONLY INCOME IS FROM A NON-TAXABLE SOURCE - LIST SOURCE:
(INTEREST, DIVIDENDS, STOCKS, BONDS, CAPITAL GAINS, UNEMPLOYMENT, RETIREMENT INCOME, ETC IS NOT TAXABLE)

1. Total from Worksheet A, column 2... Number of W-2's attached
2. Total from Worksheet B, (Attach Federal Schedules)
3. Subtract Line 2 from Line 1
4. Total from Worksheet C (Attach Federal Schedules) 4A( ) 4B
5. Other Income (Attach W-2G)
6. Total Income (Add lines 3 and 4B and 5)
7. Tax Liability - Multiply line 6 by 1.5% (0.015)
8. A. Springboro Tax Withheld (see worksheet A, column 3)
B. Credit For Other City Tax Withheld (MAX. CREDIT 1.0%; SEE WORKSHEET A, COLUMN 6)
C. Estimated Tax Payments
D. Prior Year Credit Carried Forward
8E. Total of Credits. Add Lines 8A, 8B, 8C and 8D
9. If line 7 is greater than line 8E, enter your balance due here (if less than \$10.00 enter 0)
10. If line 8E is greater than line 7, enter your overpayment here (if less than \$10.00, enter 0)
Amount to be: REFUNDED: or CREDITED TO NEXT YEAR:
11. Late Filing Penalty: Penalty: Interest:
12. BALANCE DUE (Add line 9 and line 11)

DECLARATION OF ESTIMATED TAX DUE FOR TAX YEAR 2012
MANDATORY IF LIABILITY IS \$500.00 OR MORE
\$50.00 FAILURE TO FILE FEE IF NOT COMPLETED AND A MINIMUM \$100.00 FAILURE TO PAY ACCORDING TO PAY SCHEDULES

13. Total Estimated Tax Due For Tax Year 2012 (gross taxable income multiplied by 1.5%)
14. Less Credit (including prior year credit from line 10 and local taxes withheld)
15. Net Taxes Owed For Tax Year 2012 Estimated Tax (subtract line 14 from line 13)
16. Amount Paid With This Declaration (1/4 of line 15)
17. TOTAL DUE - ADD BOXES 12 AND 16 TO ARRIVE AT TOTAL DUE THIS RETURN

The undersigned declares that this return (and accompanying W-2's, schedules and statements) is a true, correct and complete return for the taxable period stated and that the figures used herein are the same as used for Federal Income tax purposes. If this return was prepared by a tax practitioner, may we contact your practitioner directly with questions regarding the preparation of this return? Yes No

Your Signature Date
Spouse's Signature Date
Signaute and phone number of preparer (if other than taxpayer) Date

Check here if payment was made online

**WORKSHEET A – W-2 INCOME ATTACH ALL W-2'S (If you have any questions, refer to instructions)**

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
City of Employment	Qualifying Wages (Usually box 5)	Springboro Tax Withheld	Other City Tax Withheld	1.0% of Column 2 (If wages are fully taxed)	Lesser of column 4 or 5
Totals					

**WORKSHEET B - 2106 Expense Adjustments**

**(Attach both Federal Schedule A and 2106 or 2106EZ)**

Employee Business 2106 Expense (from line 10 of Federal form 2106 or line 6 of Federal form 2106EZ) <b>***STOP HERE IF YOU DID NOT FILE FEDERAL FORM 2106 WITH THE IRS***</b>	
Minus 2% of your Adjusted Gross Income (this number is found on line 26 of the Federal Schedule A)...	
Total Deductible Employee Business 2106 Expense (line 1 minus line 2)..... <u>If a negative enter 0</u> <u>If your income was earned in another city and was subject to their tax, and you are reducing the reportable amount, you must reduce the allowable other city credit accordingly.</u>	

**WORKSHEET C – OTHER SPRINGBORO INCOME**

**(Attach all Federal Schedules and if income is taxed by other cities, attach copies of the other city returns)**

Type of compensation	Location (Physical location-use complete address)	Net taxable gain from Federal Schedule(s)	Net reportable loss from Federal Schedule(s)
Proprietorship Income – Schedule C			
Rental Income-Schedule E (Residents enter profit/loss from all properties. Non-residents enter only profit/loss from Springboro properties.)			
Partnership Income-Schedule K-1 (Residents enter profit/loss from entities that do not withhold Springboro tax on entire distributive share)			
Miscellaneous Income (1099-Misc, Schedule F, trust, estate, ordinary gain, etc.)			
Less Prior Year Loss			
Net Profit/Loss			
From Above (Net both total columns)			

**TRANSFER THE NET PROFIT (POSITIVE) AMOUNT TO PAGE 1, LINE 4B AND THE LOSS (NEGATIVE) AMOUNT TO PAGE 1, LINE 4A. ONLY LOSSES LOCATED IN THE CITY LIMITS OR TOWNSHIPS SHOULD BE CLAIMED. A NEGATIVE AMOUNT WILL BE CARRIED FORWARD FOR USE ON FUTURE PROFIT FROM THE SAME SCHEDULE ACTIVITIES FOR A PERIOD NOT TO EXCEED THREE YEARS. A NET LOSS CANNOT BE USED TO OFFSET W-2 INCOME, GAMBLING WINNINGS OR INCOME FROM ANOTHER CITY. The 1/2 Self-employment social security tax is not an allowable deduction. An individual who operates two or more sole proprietorships, rentals, and farms that are located in the city limits or a township may offset them against each other to arrive at a total reportable profit. Partnerships (or other business entities) that are located in Springboro are required to file an income tax return with this municipality as an entity. NOTE: THE 1% TAX CREDIT ALLOWED SPRINGBORO RESIDENTS ON PROFITS TAXED BY ANOTHER CITY MAY NOT BE USED AS A CREDIT AGAINST TAX DUE ON OTHER PROFITS NOT TAXED BY THE OTHER CITY. OTHER CITY TAX CREDIT MAY ONLY BE USED AS A CREDIT AGAINST TAX DUE ON THE SAME INCOME. IF NO SPRINGBORO TAX IS DUE ON INCOME SUBJECT TO ANOTHER CITY TAX (AS A RESULT OF A LOSS OFFSET), CREDIT IS NOT PERMITTED.**