DECLARATION OF ESTIMATED INCOME TAX DUE – THE REQUIREMENTS

TROTWOOD
"Together, We Are Building a Bright Community"

WHO MUST FILE AND PAY ESTIMATED INCOME TAX FOR THE CURRENT YEAR?

Any individual who has income that is subject to Trotwood tax, and any of the following apply:

- You are a resident of Trotwood and work in a city or village that is subject to either no tax withholding or a lower tax rate withheld (or work in a township where no tax is withheld)
- You are a resident of Trotwood and are self employed (filing a Schedule C on your Federal Tax Return) and perform work in Trotwood or work in a city or village where you are paying a lower rate of city tax on income earned (or no tax at all for work performed in a township); or a non-resident of Trotwood with self-employment income earned in Trotwood;
- You own rental property in Trotwood, regardless of residency;
- You have any similar type of situation where your income is not fully withheld on and you have a balance due of Trotwood tax.

You are required to pay estimated tax due for the current year as you earn income. For every person who anticipates taxable income during the current year which is not fully withheld on (or may be from self-employment, rental activity, or other business activity) resulting in a tax due to Trotwood, a Declaration must be filed by April 15th of each year which shows the amount anticipated to be due. The estimated tax due must be paid in quarterly installments, with at least 90% of the total amount anticipated to be due PAID IN FULL by the final installment date. The payment due dates are as shown below:

DUE DATE	QUARTER	PERIOD COVERED
April 18	1st Quarter	Income earned January through March
June 15	2nd Quarter	Income earned April through June
September 15	3rd Quarter	Income earned July through September
December 15	4th Quarter	Income earned October through December

Methods of calculating estimated tax due:

A. You may pay an amount equal to the amount due in the previous tax year. By paying 100% of the previous year liability in quarterly estimated tax payments, you will not be penalized for underpayment should your income be increased in the current year. You must file an annual income tax return by April 18th and pay any additional tax due in full. (Known as "safe harbor").

B. If you know what your anticipated income will be for 2016, you can base your estimate on that anticipated income amount. Using that figure, you can determine an equal quarterly amount for remittance for each period.

C. You may calculate your quarterly amount due based on wages or income earned during the quarter. For example, you can calculate what you would owe for first quarter based on actual income from January, February and March. Each quarterly amount remitted may not be equal, depending upon the amount of income earned during each period.

THE CALCULATION FOR ESTIMATED TAX AND FIRST QUARTER DUE is part of the 2015 return, lines 10-13. You must complete this section to determine if you owe estimated tax. Your first quarter payment will be remitted with your tax return, in addition to any payment in full for tax due for 2015. **IMPORTANT!!! FAILURE TO FILE AND PAY QUARTERLY ESTIMATED TAX DUE WILL RESULT IN PENALTY AND INTEREST ASSESSED. THIS IS A MANDATORY REQUIREMENT.**

For further information regarding the requirement for filing and paying the Declaration of Estimated Tax, visit our website at www.trotwood.org. Click on the link for City Services/Income Tax. You may download a copy of the Income Tax Ordinance Chapter 183 for your review. Section 183.07 explains the Declaration requirements.

THE CITY OF TROTWOOD PROVIDES TAX TOOL.

You can prepare and pay your city income tax return using our TAX TOOL located on the city website www.trotwood.org. Go to the Income Tax page and click on the TAX TOOL. Follow the instructions to prepare, W-2 only residents, with using the website for your income tax filing needs.

IMPORTANT CITY OF TROTWOOD PHONE NUMBERS
CITY OF TROTWOOD - GENERAL PHONE NUMBER: 837-7771

Clerk of Council	854-7212	Public Safety (non emergency)	854-7200
Administration	837-7771	Fire / EMS (non emergency)	854-7270
Building Administration	854-7227	Police (non emergency)	854-7200
Planning and Development	837-7771	Public Works	837-1702
Finance	837-7771	Water / Sewer Billing	854-7220
Human Resources	837-7771		
Income Tax	837-3415		
Parks and Recreation	854-7227		

Rumpke – city trash service 461-0004

Code Enforcement Complaints 837-7771

DID YOU KNOW?

- Trotwood has "mandatory filing" for all residents. This means that all residents must file an annual city income tax return, regardless of income.
- The due date for the Trotwood Income Tax Return is April 18th. There are many residents of Trotwood that have different mailing addresses. Mailing addresses are set by the US Postal Service, and do not determine what city limits you reside in. Many of our residents have addresses in Dayton, Brookville and Clayton! If you are unsure as to whether or not your address is inside Trotwood city limits, contact our office for assistance. Even if you do not owe city tax, residents are required to file an annual income tax return. Failure to file timely will subject you to a Late Filing Fee of $25.00 per month up to 6 months. Avoid this penalty—File by April 18th!

IMPORTANT CONTACT NUMBERS

PROPERTY TAX INFO:

All property tax matters are handled by the Montgomery County Auditor's office.

451 W Third St
Dayton OH 45422
Phone (937) 225-4326
Website: www.mcauditor.org

INTERNAL REVENUE SERVICE

For federal income tax (IRS) matters:
Phone 1-800-TAX-1040

To check the status of your IRS refund:
Phone 1-800-829-4477

For forms, information, and free on-line filing with IRS, visit their website at www.irs.gov

STATE OF OHIO TAX

For State of Ohio income tax matters (including questions about school district income tax):

Phone 1-800-282-1780

Refund hotline: 1-800-282-1784

Website: http://tax.ohio.gov