

CITY OF URBANA  
INCOME TAX DIVISION  
205 SOUTH MAIN STREET  
URBANA, OH 43078-2153

# CITY OF URBANA INDIVIDUAL TAX RETURN

TAXPAYER'S COPY

TAX OFFICE PHONE (937) 652-4314

NOTICE: By law, all refunds and credits, in excess of \$10.00 are being reported to IRS.

THIS SPACE FOR TAX OFFICE ONLY

## FOR THE CALENDAR YEAR

IF PARTIAL YEAR OR FISCAL PERIOD, GIVE DATES \_\_\_\_\_ THRU \_\_\_\_\_

If Name or Address is incorrect, Make Necessary Changes

- Single
- Married Filing Joint Return (Even If Only On One Income. Include Spouse Name)

Social Security No.:

Spouse Social Security No.:

Business-Give Fed. I.D. No.:

Employer:

Spouse Employer:

If Moved During Year of This Return Give Date of Move  
INTO CITY \_\_\_\_\_ OUT OF CITY \_\_\_\_\_

NOTE: TAX RATE (ATTACH LIST IF MORE LINES NEEDED)

|   |  |
|---|--|
| 1. Wages, Salaries, Tips and other Employee Compensation (ATTACH ALL W-2's and all Federal Schedules) .....     | \$ _____                                   |
| 2. Profit or Loss from Income Other Than Wages, including small business or rental income .....                 | _____                                      |
| Business and rental losses are not deductible from W-2 wages.   |  |
| 3. Total Taxable Income (Line 1 and 2). (Part year residents & non-residents see instruction 3) .....           | _____                                      |
| 4. Multiply Taxable Income by 1.40% .....   | <b>TAX AMOUNT BEFORE ANY CREDITS</b> _____ |
| 5. Credits:   |  |
| (A) Urbana Tax withheld by Employer(s) .....  | \$ _____                                   |
| (B) Payments made on Declaration of Estimated Tax .....   | _____                                      |
| (Including prior year overpayment)  |  |
| (C) Credit allowed for Tax Paid Other Cities - see instructions   |  |
| Tax paid to another municipality may be used as a credit, up to the rate of 1.00% of                            |  |
| Gross earnings earned in another municipality   |  |
|   | <b>5 (D) TOTAL CREDITS</b> _____           |
| 6. Balance Due (Line 4 less Line 5 (D)) .....   | _____                                      |
| 7. Add Interest of 1.5% and Penalty of 1.5% per month on all past due amounts .....                             | \$ _____                                   |
| 8. Total Amount Due (Line 6 plus Line 7) PAYMENT MUST ACCOMPANY RETURN .....                                    | _____                                      |
| (Make check payable to "City of Urbana")  |  |
| 9. Overpayment Claimed (If Line 5 (D) exceeds Line 4) Enter Difference Here \$ _____                            |  |
| Enter Amount of Line 9 You Want Credited to Next Year's Tax \$ _____ Or Refunded \$ _____ (Only \$5.00 or Over) |  |

10. There is a once a year penalty of \$25.00 for failure to file on time even though no tax liability is due.

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### DECLARATION OF ESTIMATED TAX FOR YEAR \_\_\_\_\_

|   |          |
|---|----------|
| 11. Total Estimated Income Subject to Tax \$ _____ Multiply by Tax Rate of 1.40% for Gross Estimated Tax of ..... | \$ _____ |
| 12. Less expected Tax Credits   |          |
| A. Withheld by employer for City of Urbana .....  | \$ _____ |
| B. Overpayment from prior year(s) .....   | \$ _____ |
| C. Payments on Taxable Income to another Municipality not to exceed .....   | \$ _____ |
| D. Total Credits .....  | \$ _____ |
| 13. Net Tax Due (Line 11 Less Line 12D) .....   | \$ _____ |
| 14. Amount Paid with this Declaration (Not Less than 1/4 of Line 13) .....  | \$ _____ |
| 15. Balance of Tax .....  | \$ _____ |

I CERTIFY THAT I HAVE EXAMINED THIS RETURN (INCLUDING ACCOMPANYING SCHEDULES AND STATEMENTS) AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IT IS TRUE, CORRECT AND COMPLETE. IF PREPARED BY A PERSON OTHER THAN TAXPAYER, THE DECLARATION IS BASED ON ALL INFORMATION OF WHICH PREPARER HAS ANY KNOWLEDGE.

Signature of Person Preparing if other than Taxpayer \_\_\_\_\_ Date \_\_\_\_\_

Signature of Taxpayer \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

Signature of Taxpayer \_\_\_\_\_ Date \_\_\_\_\_

## INSTRUCTIONS

1. List ALL wages received. Include all copies with tax return.

EXEMPT COMPENSATION: All military pay, payments from poor relief, unemployment benefits, old age pensions, worker's compensation, social security and similar payments received from local, state or federal governments, or from employer retirement plans. See also #2.

2. To be used for small business and/or rental income. No loss from business or rental income may be used against wages.
3. Calculation for partial year taxpayer. ALL WAGES EARNED IN URBANA, REGARDLESS OF WHERE YOU LIVED ARE ENTIRELY TAXABLE. Take total gross wage from out of town W-2's and divide by number of months you worked there. Multiply that answer by the number of months you lived in Urbana. This give you the amount to enter on Line 3. Proceed to Line 4 to compute tax due.
- 5C. Tax paid to another municipality may be used, but only up to a rate of 1.00% of gross earnings earned in that municipality.
- 5D. Total of all credits from 5A, 5B and 5C.
6. Tax due, Line 4 minus Line 5D.
7. If tax return filed after April 15th, add interest AND penalty shown on front of tax return.
8. Total of tax due on Line 6 plus interest and penalty Line 7. No payment is collected if under \$1.00.
9. If overpaid, indicate whether to credit to next year or to refund. No refund will be made under \$5.00.
10. Once a year penalty of \$25.00 is due if tax return is filed after April 15th, even though there is no tax liability due.

NOTE: UNLESS THIS TAX FORM IS SIGNED, DATED, ACCOMPANIED BY PAYMENT IF TAX IS DUE, AND ALL SCHEDULES ARE INCLUDED, THIS IS NOT A LEGAL TAX RETURN.