



# THE CITY OF HILLSBORO, OHIO

Drew Hastings, Mayor ~ Mel McKenzie, Safety and Service Director

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130 NORTH HIGH STREET • HILLSBORO, OHIO 45133-1152

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Dear Hillsboro Resident:

Re: Requirements of the Earnings Tax and Annual Tax Filing

The City of Hillsboro levies a one and a half percent (1.5%) earnings tax on all earned income. Filing of an annual City of Hillsboro income tax return is required by everyone who lives in Hillsboro, regardless of your income; whether or not any tax is due. This requirement applies to both renter and home owners.

The returns are due on April 15 of the subsequent year, unless Emancipation Day holiday falls on that date. The 2015 tax returns are due April 18<sup>th</sup>, 2016. If you anticipate that you will owe tax, you may make an estimate and make quarterly payments. Forms, extension requests, a complete listing of taxable/non-taxable items, and other information regarding the Tax Ordinance are available upon request or at the web-site [www.hillsboroohio.net](http://www.hillsboroohio.net).

Proper administration of the tax ordinance depends on the accuracy of our records; therefore, we appreciate your prompt completion and return of the enclosed Resident questionnaire. Completion of this questionnaire is necessary; however, the questionnaire is not the annual tax filing.

The city of Hillsboro is pleased that you have chosen to reside here and we, in the Tax Department want to do everything necessary to help you comply with the Tax Ordinance. If you require assistance with the completion of this questionnaire, with the preparation of your Hillsboro tax forms, or if you have any questions, please contact us at the number listed below.

Very truly yours,

HILLSBORO INCOME TAX BUREAU

**Hillsboro Income Tax Bureau**

130 N High Street

Hillsboro, Ohio 45133

Phone 937-393-3848 | Fax 937-393-0590

Mayor's Office P (937) 393-5219 • Auditor's Office P (937) 393-5791

[www.hillsboroohio.net](http://www.hillsboroohio.net)

"This institution is an equal opportunity provider, employer and lender."



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## INDIVIDUAL INCOME TAX QUESTIONNAIRE

Please assist us in completing your account information. All information is kept confidential. Kindly answer the questions fully and mail back to the Hillsboro Tax Office within 10 days. If you have questions, please contact our office.

Full Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Spouse's Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Cell \_\_\_\_\_

\_\_\_\_\_ Married \_\_\_\_\_ Single \_\_\_\_\_ Retired \_\_\_\_\_ Other-explain \_\_\_\_\_

Date moved into Hillsboro \_\_\_\_\_ Own \_\_\_\_\_ Rent \_\_\_\_\_

Landlord (if renting) \_\_\_\_\_

Employer Name \_\_\_\_\_

Employer Address \_\_\_\_\_

Hillsboro tax withheld \_\_\_\_\_ Other city's tax withheld \_\_\_\_\_

Spouse's Employer Name \_\_\_\_\_

Spouse's Employer Address \_\_\_\_\_

Hillsboro tax withheld \_\_\_\_\_ Other city's tax withheld \_\_\_\_\_

Any other business income \_\_\_\_\_ Name of business \_\_\_\_\_

Any rental income \_\_\_\_\_

Other members of household with earned income:

Name	Social Security Number	Employer
_____	_____	_____
_____	_____	_____

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