



# THE CITY OF HILLSBORO, OHIO

Justin Harsha, Mayor ~Dawson Barreras, Auditor ~ Shawn Adkins, 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. If you are retired or are on disability, please provide a copy of your award letter. Please note that Retirement and Disability are not taxable to the City of Hillsboro, however, we are requesting these as a record for residents receiving these benefits.

Although unemployment is not taxable to the City of Hillsboro, residents will need to file a return by the due date.

The returns are due on April 15 of the subsequent year, unless Emancipation Day holiday falls on that date. The 2023 tax returns are due April 15<sup>th</sup>, 2024. If you anticipate that you will owe tax, you may make an estimate and make quarterly payments. Forms, extension requests, 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.

## **Hillsboro Income Tax Bureau**

130 N High Street

Hillsboro, Ohio 45133

Phone 937-393-3848

Email: [Tax@hillsboroohio.net](mailto:Tax@hillsboroohio.net)

E-file portal: <https://web1.civicacmi.com/hillsboroTax/>

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

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

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## INDIVIDUAL INCOME TAX QUESTIONNAIRE

Please assist us in completing your account information. All information is kept confidential. Please answer the questions fully and mail back to the Hillsboro Income Tax Bureau 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 (please provide benefit letter) \_\_\_\_ Other \_\_\_\_\_

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

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

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

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

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

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

Income Type \_\_\_\_ Rental \_\_\_\_ Partnership \_\_\_\_ Pass through \_\_\_\_ Shareholder \_\_\_\_ Small business \_\_\_\_ Direct Sales \_\_\_\_ W-2 \_\_\_\_ 1099 \_\_\_\_ Retirement (Please provide benefit letter) \_\_\_\_ Other \_\_\_\_\_

### Other members of household with earned income: (Please indicate date of birth)

Name	Social Security Number/Date of birth	Employer
_____	_____	_____
_____	_____	_____
_____	_____	_____

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