

HILLSBORO DECLARATION OF ESTIMATED TAX

1<sup>ST</sup> QUARTER DUE: \_\_\_\_\_

- 1. Net Estimated Tax Due \_\_\_\_\_
- 2. Amount Enclosed \_\_\_\_\_

Account# \_\_\_\_\_ SS# or FEIN# \_\_\_\_\_  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Date \_\_\_\_\_ Phone # \_\_\_\_\_

Please return this copy and make check payable to: Hillsboro Income Tax Bureau

Tax office use only	
Total Paid\$	_____
<input type="checkbox"/> Cash	<input type="checkbox"/> Check _____
Receipt #	_____

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2<sup>ND</sup> QUARTER DUE: \_\_\_\_\_

- 3. Net Estimated Tax Due \_\_\_\_\_
- 4. Amount Enclosed \_\_\_\_\_

Account# \_\_\_\_\_ SS# or FEIN# \_\_\_\_\_  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Date \_\_\_\_\_ Phone # \_\_\_\_\_

Please return this copy and make check payable to: Hillsboro Income Tax Bureau

Tax office use only	
Total Paid\$	_____
<input type="checkbox"/> Cash	<input type="checkbox"/> Check _____
Receipt #	_____

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3<sup>RD</sup> QUARTER DUE: \_\_\_\_\_

- 5. Net Estimated Tax Due \_\_\_\_\_
- 6. Amount Enclosed \_\_\_\_\_

Account# \_\_\_\_\_ SS# or FEIN# \_\_\_\_\_  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Date \_\_\_\_\_ Phone # \_\_\_\_\_

Please return this copy and make check payable to: Hillsboro Income Tax Bureau

Tax office use only	
Total Paid\$	_____
<input type="checkbox"/> Cash	<input type="checkbox"/> Check _____
Receipt #	_____

HILLSBORO DECLARATION OF ESTIMATED TAX

4<sup>TH</sup> QUARTER DUE: \_\_\_\_\_

- 7. Net Estimated Tax Due \_\_\_\_\_
- 8. Amount Enclosed \_\_\_\_\_

Account# \_\_\_\_\_ SS# or FEIN# \_\_\_\_\_  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Date \_\_\_\_\_ Phone # \_\_\_\_\_

Please return this copy and make check payable to: Hillsboro Income Tax Bureau

Tax office use only	
Total Paid\$	_____
<input type="checkbox"/> Cash	<input type="checkbox"/> Check _____
Receipt #	_____

# Municipal Income Tax Quick Reference Guide

For Tax Years 2016 and after

## ESTIMATED PAYMENTS

YEAR END	Q-1	Q-2	Q-3	Q-4	FINAL	EXT
1/31	5/15	8/15	11/15	2/15	5/15	11/15
2/28	6/15	9/15	12/15	3/15	6/15	12/15
3/31	7/15	10/15	1/15	4/15	7/15	1/15
4/30	8/15	11/15	2/15	5/15	8/15	2/15
5/31	9/15	12/15	3/15	6/15	9/15	3/15
6/30	10/15	1/15	4/15	7/15	10/15	4/15
7/31	11/15	2/15	5/15	8/15	11/15	5/15
8/31	12/15	3/15	6/15	9/15	12/15	6/15
9/30	1/15	4/15	7/15	10/15	1/15	7/15
10/31	2/15	5/15	8/15	11/15	2/15	8/15
11/30	3/15	6/15	9/15	12/15	3/15	9/15
12/31	4/15	6/15	9/15	12/15	4/15	10/15

## MONTHLY W/H

MONTH	DUE
M-1	2/15
M-2	3/15
M-3	4/15
M-4	5/15
M-5	6/15
M-6	7/15
M-7	8/15
M-8	9/15
M-9	10/15
M-10	11/15
M-11	12/15
M-12	1/15

*\*If the due date falls on a weekend or holiday, the due date will be extended to the next business day.*

## NOTES

### Estimated Payments

No estimated tax payments required under \$200

### Estimated Percentages & Due Dates

22.5% (or 25%, if desired) on/before the 15th of the 4th month for the TY  
 45% (or 25%, if desired) on/before the 15th of the 7th month for the TY  
 67.5% (or 25%, if desired) on/before the 15th of the 10th month for the TY  
 90% (or 25%, if desired) on/before the 15th of the 12th month for the TY

### Monthly Withholding

"Look Back" provision: previous year \$2399+ or any month in previous quarter \$200+

### Quarterly Withholding

All but monthly accounts

### Reconciliations

Must include ALL w/h districts in addition to non-taxing districts - due 2/28

### Tax Thresholds

No tax due/No refunds \$10 or less

### Small Employer

Under \$500,000 total revenue in the preceeding tax year exempts from the Occasional Entrant rules; however can change status each year. Contact our office to see if you qualify.

## QUARTERLY W/H

MONTH	DUE
W-1	4/15
W-2	7/15
W-3	10/15
W-4	1/15

## RECONCILIATION

ANNUAL	2/28
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## Effective Dates

**Applies to  
Tax Years  
Beginning  
01/01/16.**

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**Please refer to  
previous Ordinance  
for tax years prior to  
01/01/16**

## PENALTIES & INTEREST

Interest Rate	Federal Short-Term Rate (rounded) + 5% <i>*Rate is calculated each July; announced in October on our website</i>
Late Filing	\$25 per month (or fraction thereof) up to \$150 <i>*includes all but estimated payment returns</i>
Late Payment	15% of the amount not timely paid <i>*This is a one-time assessment per return</i>
Late W/H	50% of the amount not timely paid <i>*This is a one-time assessment per return</i>

## Reference

All quick reference guide facts can be found in the Ohio Revised Code Chapter 718

<http://codes.ohio.gov/orc/718>