

Village of Greenhills
Income Tax Bureau
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IMPORTANT NOTICE – PLEASE READ AND RETURN

Dear Greenhills Taxpayer:

Enclosed is your 2009 Greenhills Income Tax Form. It is due by April 15, 2010. Every resident who is employed is required to file an annual return, even if no tax is due. A copy of W-2(s) and any other appropriate Federal schedule(s) must be attached to the return when it is filed. If you require an extension for filing your return, it must be requested in writing prior to April 15, 2010. Failing to request an extension as required will result in your account being delinquent and subject to interest and late filing penalties. The estimated tax payment for the first quarter of 2010 should be included with your extension request. **FOR 2009 AND YEARS FORWARD, THE TAX RATE AS APPROVED BY GREENHILLS VOTERS IS 1.5%** (with credit still .5%).

If you have moved from Greenhills during 2009, you still must finalize your Greenhills taxes. Please include copies of all appropriate items (W-2, Schedule C., etc.) and an explanation of the calculations. (For example, if you lived in Greenhills through July 2009, then 7/12 of your 2009 earnings are taxable to Greenhills.)

We are happy to help you. If you have any questions or would like assistance, please call us (825-2100), Monday through Friday, 8:15 AM – 3:45 PM. Failure to comply with the Greenhills tax ordinance has penalty provisions of \$25.00 plus interest, and could result in a citation to Mayor’s Court.

IMPORTANT: Please list the full name and social security number of all wage earners who live in your house. Please say whether wage earners work full or part time.

NAME	Social Security #	Where Employed	Full Time	Part Time

I declare the above is true and complete to the best of my knowledge.

Signature

Date

NEED BE COMPLETED ONLY BY THOSE WHO HAVE TAXABLE INCOME OTHER THAN WAGES OR WHO CLAIM EXPENSES AS A DEDUCTION FROM SUCH WAGES.

A. PROFIT FROM ANY BUSINESS OWNED (ATTACHED FEDERAL SCHEDULE C) \$ _____

B. RENTAL INCOME (ATTACH FEDERAL SCHEDULE E) \$ _____

C. OTHER INCOME (ATTACH APPROPRIATE FEDERAL SCHEDULE) \$ _____

D. TOTAL OTHER INCOME (LINES 13 THRU 15) (The net loss from a business activity may not be used to offset salary or wage earnings) \$ _____

1). NET LOSS PER PREVIOUS CITY INCOME TAX RETURNS (Operating losses may be carried forward for a maximum period of three (3) years) \$ _____

2). TOTAL OTHER INCOME \$ _____

E. CREDITS

1). DEDUCTIBLE EXPENSES (ATTACH IRS FORM SCHEDULE 2106 OR OTHER STATEMENT) \$ _____

2). NON-TAXABLE INCOME (EXPLAIN) _____ \$ _____

3). TOTAL DEDUCTIONS \$ _____

F. NET OTHER TAXABLE INCOME OR DEDUCTIONS (INSERT IN LINE 2 PAGE 1) \$ _____

INSTRUCTIONS

- Should be the total of all wages received. All W2's MUST be attached. If you want them returned, please advise.
 - To be completed only if you are required to complete page 2. NOTE: BUSINESS LOSS MAY NOT BE USED TO OFFSET WAGES, CONTRIBUTIONS TO IRA, KEOGH, CONTRIBUTIONS TO EMPLOYEE SAVINGS PLANS ARE TAXABLE TO MUNICIPALITIES. DO NOT DEDUCT FROM INCOME.
 - Add if additional income, subtract if deduction.
- TAX AND CREDITS**
- Calculate tax by multiplying rate (percent) 1.5% X Line 3 (total taxable income).
 - Estimated tax paid to Greenhills. (If payments have been made since the date listed, please include.)
 - Tax withheld by your employer for Greenhills.
 - Overpayment to Greenhills from prior year. (Will be included on the form if recorded in the tax system.)
 - A tax credit not to exceed 1/2% (.005) of income earned in and taxed by another municipality reduces the Greenhills tax shown on Line 4. Compute the tax credit for each W2. Total the credits for all W2's and enter on Line 8.
EXAMPLE: \$20,000 income earned in and taxed by Cincinnati. \$20,000 x .005 equals \$100.00 tax credit to be entered on Line 8.
- NOTE: 1. TAX CREDIT IS ALLOWED ONLY ON INCOME TAXED BY ANOTHER CITY. INCOME EXCLUDED FROM TAXATION BY ANOTHER CITY IS TAXABLE TO GREENHILLS AT 1.5%.**
2. BUSINESS - For verification of tax credit claimed, attach a copy of each tax return filed with another City.
- Total of Lines 5 through 8.
- REFUND/OVERPAYMENT**
- Subtract Line 4 from Line 9. This is your overpayment. Unless you indicate on Line 12 that you wish this amount refunded, it automatically will be applied to your next year's Greenhills taxes. Amounts less than \$2.00 will not be refunded but can be carried forward.
 - See instruction for Line 10.
 - See instruction for Line 10.
- TAX DUE**
- Subtract Line 9 from Line 4. This is your tax balance due. If the tax due is less than \$2.00, no payment is required.
 - This line will be completed by the tax office, if applicable.

DECLARATION OF ESTIMATE FOR CURRENT YEAR - IMPORTANT. Rate change effective 1/1/06 to 1.5%

- Insert the amount of income you expect to make this year.
 - Multiply Line 15 by 1.5%.
 - Payments to other municipalities (not to exceed 1/2% of income earned in and taxed by another city) and taxes withheld by an employer for Greenhills.
 - Should correspond to the figure on Line 11 unless a refund has been requested.
 - Subtract Lines 17 and 18 from Line 16. This is your estimated tax due.
 - Multiply Line 19 by 25%. This is your first quarter estimated tax payment and should accompany this return.
- NOTE: UNLESS ACCOMPANIED BY PAYMENT OF THE BALANCE OF TAX DUE AND AT LEAST 1/4 OF THE ESTIMATED TAX DUE THIS FORM IS NOT A LEGAL RETURN OR DECLARATION.**
- Total amount due with this return. Add lines 13, 14 (if applicable), and 20.
- CREDIT/DEBIT CARD PAYMENTS:** VISA and MasterCard only. Fill in completely, and sign. A declined payment will be treated as an NSF check, and may result in a late-payment penalty. Fees may be applied to declined payments. Please include your telephone number on the tax form to facilitate the processing of any credit or debit card payments.

DECLARATION AND RETURN PAYMENT CALENDAR

<p>APRIL 15, File Declaration with quarterly payment</p>	<p>JULY 31, Make 2nd quarterly payment</p>	<p>OCT. 31, Make 3rd quarterly payment</p>	<p>JAN. 31, Make 4th quarterly payment</p>	<p>APRIL 15, File return. Pay quarterly payment</p>
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