

2016 TOLEDO RESIDENT INDIVIDUAL EZ TAX RETURN FORM INSTRUCTIONS

DUE DATE: APRIL 18, 2017

This form is only for use by Toledo residents whose sole income is from W-2's or W-2G's and they did not make any estimate tax payments for the tax year.

Enter your account number and social security number in the boxes provided. If filing a joint return, enter the account number and social security number of your spouse in the spaces provided.

Fill in your name, address phone number, email address (optional) and the name and address for your spouse if filing joint return.

Answer the questions on the upper right side of the form regarding prior year and next year tax filing as well as move in/out dates.

Go to Part 1 and answer each question in the boxes if true choose yes, if false, answer no. All answers to these questions in Part 1 must be yes for you to be able to use this form. For joint filers, answer the questions for both spouses, again all answers must be yes to use this form.

If all answers are yes, GO TO Part 2 and follow the instructions inside each box for Step 1, Step 2, Step 3 and Step 4.

If you were a part year resident, only include the income earned as a resident of Toledo and the withholding that pertains to that income. If you moved out of Toledo and had income earned in Toledo after that date you will need to use the Non-Resident Individual return and cannot use this EZ form.

If the amount in Step 4 is a negative, you have a refund due you. If the amount is positive you have a balance of tax due. If either amount is less than \$10 you will not receive a refund nor do you owe the amount due. Please check the box in the upper right corner as to a refund or balance due. Please note that negative amounts of \$10 or more will automatically be refunded to you. If the amount in Step 4 is less than \$10.00 you still need to submit the return.

For balances due, please remit your payment made payable to the "Commissioner of Taxation" with the return. Credit card payment information can be found on our website (Toledo.oh.gov).

Make sure you sign the return in the signature box (both spouses must sign for a joint filing to be accepted). Attach a copy of page 1 of your Federal Form 1040 or 1040A to the back of the return and the W2's and W2-G's along the side where indicated.

NOTE: If the positive amount due in STEP 4 is more than \$200.00, you need to make quarterly estimates for the tax year 2017 if you expect your income to be greater or remain the same. Further you may be subject to penalties and interest for lack of estimate payments for 2016.

If you use a paid preparer they should sign in the box provided and you should check the box if we may discuss the return with them.