

City of Urbana  
Income Tax Division  
225 S. Main St.  
P.O. Box 747 Urbana,  
Ohio 43078

CITY OF URBANA  
2022 INDIVIDUAL TAX RETURN

FILE ON OR BEFORE APRIL 18, 2023

THIS SPACE FOR OFFICE USE ONLY

Taxpayer Name \_\_\_\_\_

Social Security #: \_\_\_\_\_

Spouse Name \_\_\_\_\_

Spouse Social Security #: \_\_\_\_\_

Street Address \_\_\_\_\_

SINGLE

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

MARRIED FILING JOINT (EVEN IF ONLY HAD ONE INCOME)

Did you move in or out of the City during 2022, list dates here:

MARRIED FILING SEPARATE, ENTER SPOUSE'S SOCIAL SECURITY

Moved In \_\_\_\_\_ Moved Out \_\_\_\_\_

NUMBER ABOVE & FULL NAME HERE: \_\_\_\_\_

1. Taxable Earned Income (Box 5 or 18 from W2, whichever is greater) **Attach All W-2's** \$ \_\_\_\_\_
2. Profit/Loss from income other than Wages including small business and rental income (**attach federal sch C, E, F**) \$ \_\_\_\_\_
3. Total Taxable Income (Add lines 1 and 2) Do NOT subtract if line 2 is a loss. \$ \_\_\_\_\_
4. Multiply taxable income (line 3) by 1.4%.....Tax Amount before Credits \$ \_\_\_\_\_
5. Credits

(A) Urbana Taxes Withheld by Employer (Box 19 from W2) \$ \_\_\_\_\_

(B) Payments made on Declaration of Estimated Tax  
(including prior year carry-forward) \$ \_\_\_\_\_

(C) Credit Allowed for Taxes Paid to Other Cities (Box 18 x 1%) \$ \_\_\_\_\_

**Taxes paid to another municipality may be used as a credit, up to the rate of 1%  
of gross earnings earned in another municipality**

5(D) Total Credits (A+B+C) \$ \_\_\_\_\_

6. Balance Due, If line 4 is more than line 5(D), enter balance due here **(No tax due if less than \$10.01)** \$ \_\_\_\_\_
7. Penalty 15% of balance due \$ \_\_\_\_\_  
Late filing fee (\$25/mo, not to exceed \$150) \$ \_\_\_\_\_  
Line 7 Total \$ \_\_\_\_\_
8. Interest 0.42% per month, as set by ORC 718.27 (changes annually) \$ \_\_\_\_\_
9. Total Due (Line 6 + Line 7 + Line 8) \$ \_\_\_\_\_

10. Overpayment Claimed [If line 5(D) exceeds line 4] \$ \_\_\_\_\_ (No refund if less than \$10.01)

☐ Refund (Additional form may be required)

☐ Credit next year [See 12(B) below]

**Declaration of Estimated Tax for Year 2023**

City Ordinance (171.07)(8)(1) Declaration **MUST** be paid for following year **IF** taxpayer owes \$200.00 or more.

11. Estimated Income Subject to Tax \$ \_\_\_\_\_ Multiply by Tax Rate 1.4% for Gross Estimated Tax of \$ \_\_\_\_\_
12. Less Expected Tax Credits:
- A. Withheld by Employer for City of Urbana ..... \$ \_\_\_\_\_
- B. Credit from Prior year (see line 10 above) ..... \$ \_\_\_\_\_
- C. Payments on Taxable Income to another municipality not to exceed 1% of estimated income \$ \_\_\_\_\_
- D. Total Credits \$ \_\_\_\_\_
13. Net Tax Due (Line 11 minus Line 12D) ..... \$ \_\_\_\_\_
14. Amount Paid with Declaration (Not Less than 25% of Line 13) ..... \$ \_\_\_\_\_
15. **TOTAL TAX DUE** (Line 9+Line 14) **MAKE CHECKS PAYABLE TO CITY OF URBANA** \$ \_\_\_\_\_

Under penalties of perjury I/we declare that I/we have examined this information, including all accompanying schedules and statement and to the best of my/our belief, they are true, correct and complete.

\_\_\_\_\_  
Signature of Preparer If other than taxpayer

\_\_\_\_\_  
Signature of Tax Payer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address Telephone Number

\_\_\_\_\_  
Spouse's Signature

\_\_\_\_\_  
Date

May we contact your preparer directly with questions regarding the preparation of the tax return? ☐ YES ☐ NO

# INSTRUCTIONS

For assistance, please contact our office at (937)652-4314, [incomtax@ci.urbana.oh.us](mailto:incomtax@ci.urbana.oh.us) or visit our office at 225 S. Main St.

**Line 1** -Include all wages received. Generally the larger of Box 5 or Box 18 from the W-2. If your W-2's are marked "various" or "all cities" in box 20, you should request an itemized breakdown by city from your employer(s). This must be attached to your return. **Do not include unemployment, pension distributions, interest or dividend 1099's.**

**Line 2**- To be used for all other taxable income. Loss from business or rental cannot be used to offset W-2 wages.

**Line 3** -Total taxable income.

Calculation for partial year taxpayer. ALL WAGES EARNED IN URBANA REGARDLESS OF WHERE YOU LIVED ARE ENTIRELY TAXABLE. Take total gross wages from out of town W-2's and divide by number of days that you worked there. Multiply that answer by the number of days you lived in Urbana. This gives you the amount to enter on Line 3. Proceed to Line 4 to compute tax due.

**Line 4**- Multiply Line 3 by 1.4% (or 0.014) and enter the result on Line 4. This is the amount of income tax due before deducting tax withheld or estimated taxes paid.

**Line 5A**- Enter amount of income tax withheld by your employer and remitted to Urbana shown on your W-2. If box 20 states "Urbana", then enter the amount from box 19.

**Line 5B** - Enter the amount of estimated payments made to Urbana for the 2022 tax year. Also, include any prior year overpayments that were carried forward to 2022 tax year.

**Line 5C** - Enter credit for taxes paid to another municipality. If box 20 states any other municipality (NOT school district taxes withheld), multiply the amount in box 18 by 1%. Enter this amount on Line 5C.

**Line 5D** - Total of all credits (5A + 5B + 5C).

**Line 6** -Tax due, Line 4 minus Line 5D. If the amount of tax due in the current year is \$200.00 or greater, the Declaration of Estimated Tax for Year 2023 must be completed.

**Line 7 - PENALTY** - Per Chapter 171.1 0(C)(1 ), if you choose not to make required estimated income tax payments, you are subject to a penalty of 15% of the amount not timely paid. Any taxes unpaid after the due date are also subject to a 15% penalty.

**LATE FILING FEE** -Any return filed after its due date (or extended due date, if applicable) will be subject to a \$25 late filing fee for each month or partial month up to a maximum of \$150. Late fees start to accrue the day after filing deadline.

**Line 8** - Interest - Taxes owed and unpaid after the due date are subject to a .42% (5% annum) interest per month or fraction thereof.

**Line 9** -Total due for the 2022 tax year. Line 6 + Line 7 + Line 8

**Line 10** -If there is an overpayment of income taxes (Line 5D is greater than Line 4), indicate whether the overpayment is to be refunded or credited to 2023.

## **Declaration of Estimated Taxes for 2023**

Every person who anticipates receipt of taxable income not subject to employer withholding in Urbana or who engages in a business, profession, enterprise or other activity subject to Urbana taxation due shall file a declaration and pay estimated tax if they expect their 2023 tax liability to be \$200.00 or more. Estimated payments are due on April 15<sup>th</sup>, June 15<sup>th</sup>, September 15<sup>th</sup> and December 15<sup>th</sup>, 2023.

Once the taxpayer has completed the Declaration of Estimated Taxes for 2023, the City of Urbana Income Tax Department will mail quarterly coupons to the taxpayer.

## Tax returns filed after April 18, 2023,

will be assessed late filing fees, penalty and interest as shown below:

### Late Filing fees for 2022 Tax Returns

(that do not have Federal Extension)

Tax Returns filed between April 19 <sup>th</sup> to May 15 <sup>th</sup> , 2023	\$25 Late Filing Fee
Tax Returns filed between May 16 <sup>th</sup> to June 15 <sup>th</sup> , 2023	\$50 Late Filing Fee
Tax Returns filed between June 16 <sup>th</sup> to July 15 <sup>th</sup> , 2023	\$75 Late Filing Fee
Tax Returns filed between July 16 <sup>th</sup> to August 15 <sup>th</sup> , 2023	\$100 Late Filing Fee
Tax Returns filed between August 16 <sup>th</sup> to Sept 15 <sup>th</sup> , 2023	\$125 Late Filing Fee
Tax Returns filed after Sept 16 <sup>th</sup> , 2023	\$150 Late Filing Fee

Income Tax not timely paid will be assessed, as set by ORC 718.27:

- Penalty of 15% of the balance due
- Interest of 0.42% per month