

## **STEPS TO UTILIZE THE MT ORAB FILL-IN PDF TAX FORM**

The Mt. Orab PDF fill-in tax form is located at the Income Tax Department's web address at [www.mtoraboh.us/incometax.htm](http://www.mtoraboh.us/incometax.htm). It can be utilized from either the web address or can be copied and downloaded to a separate computer. The form will calculate the amount of tax based on the data entered but is not capable of entering the correct tax credit for taxes paid to other cities in excess of the Mt. Orab tax rate of 1%. You will need to reduce any tax paid to another city in excess of 1% to the maximum credit allowed by Mt. Orab of 1%. In addition the fill-in form cannot calculate any late filing penalty and interest charges. You can contact the Mt. Orab Income Tax Bureau for assistance in calculating penalty and interest charges.

Note that when you first open the fill-in form it indicates that you cannot save a completed form to your computer or electronically file a completed return with the Mt. Orab Income Tax Bureau. Once you complete the fill-in form you must print a copy and mail it along with supporting federal tax documents such as W-2 forms and other forms indicating earnings taxable to the Village of Mt. Orab.

The form is designed to automatically complete a tax return for the past year's earnings (ex. Complete a 2015 tax return beginning January 1, 2016) but you can change the year at the top of the fill-in form to reflect any prior year and the form will automatically adjust to reflect the year entered.

On page 2 of the fill in form is a line by line instruction on how to complete the tax return. However note the following items when completing the fill-in form.

- Complete Lines 22 – 26 for any amounts that should appear on Line 2 of the tax form.
- When entering a negative number place a minus sign (-) in front of the number so that the form will correctly account for the negative entry.
- Refer to the taxpayer notice they received regarding the amount of estimated tax they paid to Mt. Orab (Line 5).
- Any tax withheld for another city in excess of the Mt. Orab tax rate of 1% must be reduced prior to entering the amount of taxes withheld and paid to other localities (Line 8).
- If there is an overpayment indicated on Line 10 you must select whether to have the overpayment credited to next year's estimated tax (Line 11) or refunded (Line 12).
- If after subtracting the total from Lines 6 and 8 from the amount indicated on Line 4 is less than \$200.00 you can skip Lines 15 to 20.
- When paying any balance due by credit card, complete the credit card information section

Tax returns are not considered complete until the appropriate tax forms along with any payment due and accompanying federal tax forms such as W-2 forms, Schedule C, Schedule E, 1099-Misc, or similar forms are included with the tax return.

Contact the Income Mt. Orab Tax Bureau for further assistance or questions.