



**Section A – Additional Taxpayer Information**

**NOTE: UNLESS ACCOMPANIED BY COPIES OF APPROPRIATE FEDERAL SCHEDULES OR FORMS AND PAYMENT OF THE TOTAL AMOUNT DUE (LINE 15) THIS FORM IS NOT A LEGAL FINAL RETURN.**

Has your federal tax liability for any prior year been changed this year as a result of an examination by the internal revenue service?  YES  NO  
 If yes, has an amended return been filed for such year or years?  YES  NO

Did you receive or apply for a refund from any other municipality in 2011?  YES  NO  
 If yes, give name of municipality \_\_\_\_\_ amount of refund \_\_\_\_\_ year refund was for \_\_\_\_\_.

**Section B – Part Year Resident W-2 Wages & Withholding Credit Worksheet**

*If there are discrepancies in the calculations below (such as the employer has not withheld correctly) additional tax may be due. A single W-2 showing withholding for more than one city cannot be calculated on this worksheet. Please call for assistance.*

| A   | B   | C  | D                       | E                    | F                                  | G                           | H                                | H-1  | H-2  |
|---|---|--|-------------------------|----------------------|------------------------------------|-----------------------------|----------------------------------|--|--|
| Employer Name                                     | # Months Worked At this W-2 in 2011   | # Months Lived in City While Working at this W-2 in 2011 | Percent Taxable (C ÷ B) | Wages (Box 5 of W-2) | Wages Taxable to This City (E x D) | Withholding (Box 19 of W-2) | Tax Withheld by Employer (G x D) | *Hamilton, Eaton & New Miami Only (F x Resident City Tax Rate) | **West Milton & Phillipsburg Only (F x 1%) |
| 1.  |   |  |                         |                      |                                    |                             |                                  |  |  |
| 2.  |   |  |                         |                      |                                    |                             |                                  |  |  |
| 3.  |   |  |                         |                      |                                    |                             |                                  |  |  |
| 4.  |   |  |                         |                      |                                    |                             |                                  |  |  |
| 5.  |   |  |                         |                      |                                    |                             |                                  |  |  |
| 6.  |   |  |                         |                      |                                    |                             |                                  |  |  |
| <b>TOTAL</b><br>(Sum Lines 1 thru 6 Column F & H) | Carry Totals to Front of Return:<br>Taxable Wages (Column F) to Line 1A<br>Withholding Credit (Column H) to Line 5B |  |                         |                      | 1A                                 |                             | ***5B                            |  |  |

\*Hamilton, New Miami, Eaton and BC Annex Only: For Lines 1 through 6, Compare Column H to Column H-1, circle the lesser of the two amounts. Next Total all of the circled amounts & put the total at the bottom of Column H.

\*\*West Milton & Phillipsburg Only: For Lines 1 through 6, Compare Column H to Column H-2: circle the lesser of the two amounts for other city withholding or the largest amount for resident city withholding. Next, Total all of the circled amounts together & put the total at the bottom of Column H.

\*\*\*For Part Year Resident Only: Carry the TOTAL Withholding Credit (including resident city and/or another city withholding) to Line 5B on front of return.

**Section C – Other Taxable Income Profit or (Loss)**

|   |    |   |  |
|---|----|---|--|
| Do You Have Employees Working in This City?<br><input type="checkbox"/> No <input type="checkbox"/> Yes, Employee W-2's Must Be Submitted to this Office By February 29, 2012 |    | Do You Use Sub-Contract Labor to Perform Work in This City?<br><input type="checkbox"/> No <input type="checkbox"/> Yes, 1099's Must Be Submitted to this Office By February 29, 2012   |  |
| Attach All Federal Schedules Supporting Profit or (Loss) Below  |    | If TOTAL is:  |  |
| Schedule C - Business Income<br>Total Profit (Loss) from Line 31 Schedule C   | \$ | <b>Profit</b><br>All Cities: Enter Total Profit on Line 2A of return.   |  |
| Schedule E - Rental Income<br>Total Profit (Loss) from Line 22 Schedule E   | \$ | <b>Loss</b><br>Hamilton & Butler County Annex: Loss may be carried forward 3 years for Hamilton and BC Annex. A net operating loss by a business or profession cannot be deducted from W-2 Wages. Enter Total Loss on Line 2B of return.  |  |
| Schedule F - Farm<br>Total Profit (Loss) from Line 36 Schedule F  | \$ | Eaton, West Milton & Phillipsburg: No loss carry forward is allowed. A loss is allowed against W-2 wages, but is limited to the amount of W-2 Wages that have tax withheld to the resident city or the portion of W-2 Wages that tax is due on to the resident city. Enter Allowable Loss on Line 2A of return.   |  |
| Schedule K-1 - Partnership Income<br>Total Profit (Loss)  | \$ | New Miami: Current year Loss may be carried forward for 5 years OR your current year loss can be deducted against W-2 Wages, but is limited to the amount of W-2 Wages that have tax withheld to the resident city or the portion of W-2 Wages that tax is due on to the resident city. Enter Allowable Loss on Line 2A to apply against W-2 wages OR Enter Total Loss on Line 2B to carry forward. |  |
| <b>TOTAL</b><br>Read Right Hand Column for Instructions to Carry Profit or (Loss) to front of Return.   | \$ |   |  |

If only a portion of the Schedule Profit or (Loss) is taxable to the city, please note the percentage taxable to this city on federal schedule and input the reduced figure in the appropriate box above. See Instructions for further explanation.

**Section D – 2011 Short Form**

DID YOU HAVE W-2 INCOME?  YES  NO  
 DID YOU OWN RENTAL PROPERTY?  YES  NO  
 DID YOU PARTICIPATE IN A BUSINESS OR PARTNERSHIP?  YES  NO  
**FOR HAMILTON AND WEST MILTON RESIDENTS ONLY:**  
 DID YOU HAVE GAMBLING WINNINGS?  YES  NO  
 IF ALL ANSWERS ARE NO, PLEASE MARK THEM, SIGN AND MAIL TO ADDRESS IN UPPER LEFT CORNER OF RETURN.

**City Tax Assistance is Free**

**Available on a First Come First Serve Basis**

**Office Hours:**

Monday–Friday, 8:30 a.m.-5:00 p.m.

**Extended Hours:**

Saturday April 14, 2012 8:30 a.m. – 12:00 noon

April 13, 16, 17, 2012 8:30 a.m. – 8:00 p.m.