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January 24, 2011

## Green Solutions for the Environment – See below how to Go Green!

Dear Tax Professional,

**We have made numerous improvements to our online tax tools.** Last year, if you used Drake software, you could file with the City of Hamilton online when you filed your federal and state returns electronically for your clients. **New Software vendors this year** are Thomson Reuters and CCH. All should be live sometime in February, 2011. If you use any of these software's, their updates should tell you when their link with us is live.

We also have our popular Retired/No Income form (for taxpayers retired, disabled or unemployed) and our EZ form (for taxpayers with only W-2 income) which can be submitted online. The link to file these forms online is <http://www.hamilton-city.org/index.aspx?page=487>.

### **New this year on the EZ Form and Retired/No Income Form:**

- **Drop down box** at the top of the form. If your client is filing a 2010 return, the online form is ready to be filled out. If you need to file a prior year return, you can click on the drop down and choose the tax year you need to file.
- **Account number lookup link** is to be used when you do not know your client's tax account number. This link will take you to where it will ask for your client's last name and the last four digits of your client's social security number. If you input the requested information, your client's account number will be displayed at the bottom of the page. Just copy the account number, go back to the electronic form, paste in the account number and complete the rest of the form. By providing us with your client's e-mail address and/or your e-mail address (located at the bottom of the completed form), a confirmation will be sent to both you and/or your client thanking you for submitting your tax form electronically as well as a short summary of the return.

**New this year on the Retired/No Income Form:**

- Check boxes asking if you are retired, unemployed, or on disability. More than one box can be checked if applicable. The check boxes are for simplicity as you can file a retired/no income form for someone who is on disability or who is unemployed for all of 2010, instead of having to do an EZ or Long form. It helps us to know your client's situation and it avoids follow-up letters that might get sent to your client's by us.

**New this year on the EZ Form:**

- Immediately after submitting this form, a "Thank You" confirmation page will display with a payment voucher at the bottom. That payment voucher will include pre-filled information such as Name, address, account number and amount due for your client to mail in with payment by the designated due date.

**Other electronic features** located on this link <http://www.hamilton-city.org/index.aspx?page=487> are:

- NEW! Business Estimate Look-up
- the individual IR-Long form,
- the individual and business extension request forms,
- the individual and business new account application form,
- the individual and tax professional account look-up feature
- the individual and tax professional estimate look-up feature
- and our new withholding tool.

**EVERY FORM DESCRIBED CAN BE SUBMITTED ONLINE.**

**Web screen shots of our sites, forms, and thank you page with payment voucher can be seen below. Scroll down and check them out!**

**Green Solutions for the Environment – See below how to Go Green!**

City of Hamilton, OH : New Features - Mozilla Firefox

File Edit View History Bookmarks Tools Help

hamilton-city.org https://www.hamilton-city.org/index.aspx?page=487

Most Visited Getting Started Latest Headlines

City of Hamilton, OH : New Features

Would you like to change the stored password for levandusa?

**► New Features**

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[Report Non-Filing Taxpayers](#)

[Report Non-Filing Taxpayers](#)

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[Tax Professional Updates](#)

[Other Tax Links & Info](#)

[2011 Extended Hours - Tax Season](#)

## New Features

[Departments](#) » [Income Tax](#)

### 2011 NEW AND UPDATED INCOME TAX FEATURES

The City of Hamilton will be offering several new and updated online features for the upcoming tax filing season to assist taxpayers and professionals in filing a Hamilton city tax return. These features will include new avenues to electronically file and pay your individual city return, extensions and new account applications. In addition, taxpayers and tax professionals will be able to look up their account number, estimated tax payments made by their clients, and businesses will benefit from our new, user-friendly withholding tax tool. Continue to check back as these enhancements are implemented.

**CLICK ON LINKS BELOW TO VIEW**

INDIVIDUAL	WITHHOLDING	BUSINESS	TAX PROFESSIONALS
<a href="#">IR-EZ FORM (W-2 ONLY)</a>	<a href="#">NEW WITHHOLDING TOOL</a> as of 3/2010 (Users of old withholding system MUST RE-REGISTER)	<a href="#">ESTIMATE LOOK-UP</a>	<a href="#">ESTIMATE LOOK-UP FOR INDIVIDUAL TAXPAYERS</a>
<a href="#">RETIRED/NO INCOME</a>		<a href="#">NEW ACCOUNT APPLICATION</a>	<a href="#">ACCOUNT # LOOKUP</a>
<a href="#">IR-LONG FORM</a>		<a href="#">EXTENSION REQUEST (7004-H)</a>	
<a href="#">EXTENSION REQUEST (4868-H)</a>			
<a href="#">NEW ACCOUNT APPLICATION</a>			
<a href="#">ACCOUNT # LOOKUP</a>			

https://www.hamilton-city.org/index.aspx?page=487

City of Hamilton, OH : Tax Professional Updates - Mozilla Firefox

File Edit View History Bookmarks Tools Help

hamilton-city.org https://www.hamilton-city.org/index.aspx?page=315

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City of Hamilton, OH : Tax Profess... Municipal Tax Preparation Tool - Forgot...

## Tax Professional Updates

Departments » [Income Tax](#)

### TAX TOOLS AND INFORMATION

- [MEMO TO TAX PROFESSIONALS](#)
- [ESTIMATE LOOK-UP FOR YOUR INDIVIDUAL AND BUSINESS TAX CLIENTS](#)
- [NEW WITHHOLDING TOOL](#)
- [NEW IR-LONG FORM THAT CAN BE SUBMITTED ELECTRONICALLY](#)
- [TAX ACCOUNT NUMBER LOOKUP](#)

### NEWS FROM THE COMMISSIONER

- [MARCH 29, 2010](#)
- [OCTOBER 18, 2010 - 2011 Deadline to file has been extended \(click for more details\)](#)
- [DECEMBER 14, 2010 - 2011 MEMO TO TAX PROFESSIONALS](#)

### ARCHIVED NEWS

IF YOU WOULD LIKED TO BE ADDED TO THE TAX PROFESSIONALS EMAIL UPDATE LIST, PLEASE SEND AN EMAIL TO [CITYTAX@CI.HAMILTON.OH.US](mailto:CITYTAX@CI.HAMILTON.OH.US).

Free viewers are required for some documents. They can be downloaded by clicking on the icons below.

Administrator's Toolbox

Done

# CITY OF HAMILTON

Butler County, Ohio

**Thank you** for submitting your tax form electronically. It continues to be our goal to make the filing of your city return as simple and convenient as possible. An e-mail confirming this submission was sent to the email address listed on the form. If you have any questions or concerns you may contact our office at [citytax@ci.hamilton.oh.us](mailto:citytax@ci.hamilton.oh.us) or by phone at 513-785-7400. If you have a balance due, you can pay online by \_\_\_\_\_ or by mail with the payment voucher below.

Thanks ,

The Hamilton Tax Office

▼ Please detach along the dotted line and submit bottom portion with payment ▼

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Account #

Tax Due = \$
Current Year 1st Quarter Estimate = \$
<b>Total Due by April 15th of this year \$</b>

Select Payment Option Used:

- Check or Money Order  
(Write Payable to: City of Hamilton)
  
- Credit Card (Complete Box to Right)

<b>PAY YOUR TAX BILL ONLINE @ <a href="http://www.hamilton-city.org/tax">www.hamilton-city.org/tax</a> and click on: LOGIN. If you pay online, this form still needs to be submitted online, mailed or faxed.</b>	
<b>Pay By Credit Card</b>	
Check One:	 
Card #	<input type="text"/>
Card Expiration Date.....	(Month) ____ / (Year) ____
2008 Tax Payment.....	\$ _____
2009 Estimated Tax Payment .....	\$ _____
Total Amount Authorized.....	\$ _____
Signature _____	
Daytime Phone# _____	Date _____