

INSTRUCTIONS FOR COMPLETING FINAL RETURN  
\*NO E-FILING. MAIL OR DROP OFF PAPERWORK AT CITY HALL\*

Line 1. W-2 income. Use local wages in **Box 18** of W-2 if city tax was withheld or use **Box 5**- Medicare wages. The following are exempt from City tax: Military pay for service in the Armed Forces, Unemployment Compensation, Third Party Sick Pay.

\*\*\* ATTACH COPIES OF W-2'S & 1040 FEDERAL FORM\*\*\*

Line 2. Other income: Schedule C-Business, Schedule D-Ordinary Gains, Schedule E-Rental, Schedule F-Farm. The following are exempt from city tax: interest, dividends, capital gains, alimony, child support.

\*\*\*ATTACH COPIES OF FEDERAL SCHEDULES\*\*\*

NOTE: Line 2 losses CANNOT be taken against W-2 wages on Line 1.

Line 3. Total taxable income.

Line 4. Taxable income from line 3 multiplied by current tax rate. **1.75%**

Line 5. Payments made on Declaration of Estimated Tax if applicable.

Line 6. Taxes that were withheld by your employer and paid to Willard. (Box 19) NOT SCHOOL DISTRICT

Line 7. Overpayment from prior year's Tax Return.

Line 8. Income tax paid to other cities (**Residents Only**), not to exceed 1.75%. Box 19 List name of municipality. Must show proof of other city tax being withheld. DO NOT INCLUDE SCHOOL TAX (i.e. SD3907, 3907 Willard CSD).

Line 9. Total credits (add lines 5 through 8).

Line 10. Amount you overpaid.

Line 11. Amount of overpayment (line 10) to be credited to next year's estimate.

Line 12. Amount of overpayment (line 10) to be refunded. (if over \$10.00)

Line 13. Amount of Tax Due. Line 4 minus line 9. (if \$10.00 or more)

Line 14. If after the due date: LATE FILE - **\$25**, LATE PAY/ESTIMATE- **15%** of amount due, INTEREST – **.75%** per month (9% per annum)

\*\*\*ESTIMATED PAYMENTS ARE REQUIRED IF YOUR TAX LIABILITY IS \$200.00 OR MORE\*\*\*

Line 15. Estimated income for entire year.

Line 16. Estimated tax due. Multiply line 15 by tax rate for new year.

Line 17. Estimated amount withheld by employer.

Line 18. Enter overpayment from line 11.

Line 19. Estimated tax to be paid. Subtract lines 17 and 18 from line 16.

Line 20. Amount due for first quarter. Multiply line 19 by 25%.

Line 21. Total amount to be paid with return. Add lines 13, 14 and 20.

ESTIMATED TAX PAYMENT CALENDAR

1<sup>st</sup> Quarter - April 15    2<sup>nd</sup> Quarter – June 15    3<sup>rd</sup> Quarter – September 15    4<sup>th</sup> Quarter – January 15