

FOR ASSISTANCE:  
CALL (937) 748-9701  
FAX (937) 748-6185  
taxdept@cityofspringboro.com  
320 W. Central Ave, Springboro, OH 45066

## 2023 SPRINGBORO INDIVIDUAL INCOME TAX RETURN

Amended Return

Remember to attach your W-2's, page 1 of your Federal Form 1040  
(or pages 1 & 2 of your Federal Form 1040-SR) and  
any other Federal forms referenced in these instructions!

Enter your contact information below.

TAXPAYER SSN \_\_\_\_\_

SPOUSE SSN \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

IF YOU MOVED DURING THE YEAR, COMPLETE THIS SECTION:

DATE MOVED IN \_\_\_\_\_ OUT \_\_\_\_\_

### To prepare your return, start by completing Worksheets A, B & C on page 2

1. Total wage income from Worksheet A, Column 2..... Number of W-2's attached ..... 1. ....
2. Total other income from Worksheet B, line 3 ..... 2. ....
3. Total schedule income from Worksheet C, per worksheet instructions ..... 3. ....
4. Total Income (Add lines 1 and 2 and 3)..... 4. ....
5. Tax Liability – Multiply line 4 by 1.5% (0.015) ..... 5. ....
6. A. Springboro Tax Withheld (Total from Worksheet A, Column 4)..... A. ....  
B. Credit For Other City Tax Withheld (Add total from Worksheet A, column 7 and Worksheet B, line 4) .... B. ....  
C. Estimated Tax Payments ..... C. ....  
D. Prior-Year Credit Carried Forward..... D. ....
- 6E. Total Credits. Add Lines 6A, 6B, 6C and 6D..... 6E. ....
7. If line 5 is greater than line 6E, enter your balance due here (if less than \$10.00 enter 0) ..... 7. ....
8. If line 6E is greater than line 5, enter your overpayment here (if less than \$10.00, enter 0) ..... 8. ....

Amount to be: 8A. REFUNDED: \_\_\_\_\_ or 8B. CREDITED TO NEXT YEAR: \_\_\_\_\_

### DECLARATION OF ESTIMATED TAX DUE

RECOMMENDED IF LIABILITY IS \$500.00 OR MORE

9. Total Estimated Tax Due (Total Income from line 4 multiplied by 1.5%)..... 9. ....
10. Less: Credits (add lines 6A, 6B and 8B) ..... 10. ....
11. Net Taxes Owed (subtract line 10 from line 9) ..... 11. ....
12. Amount Paid With This Declaration (1/4 of line 11) ..... 12. ....
13. **TOTAL DUE** – Enter the amount on line 7 if you are not making an estimated payment on your 2024 tax liability;  
if you are paying your first quarter 2024 estimate with this return, add lines 7 and 12 and enter the total here..... 13. ....

The undersigned declares that this return (and accompanying W-2's, schedules and statements) is a true, correct and complete return for the taxable period stated and that the figures used herein are the same as used for Federal income tax purposes. If this return was prepared by a tax practitioner, may we contact your practitioner directly with questions regarding the preparation of this return? Yes \_\_\_\_\_ No \_\_\_\_\_

Your Signature

Date

Check here if payment was made online

Spouse's Signature

Date

Signature and phone number of preparer (if other than taxpayer)

Date

## WORKSHEET A: W-2 INCOME

Complete the table below, separately listing the local wages and withholding reported on each W-2 you received.

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
Physical work location	Medicare Wages (Box 5)	Local Wages (Box 18)	Springboro W/H (Box 19)	Other City Tax W/H (Box 19)	1.0% of Column 3	Lesser of Column 5 or 6
<b>Totals</b>						

## WORKSHEET B: MISCELLANEOUS INCOME

1. <b>Gambling Winnings</b> – Attach copy of all W-2G(s) and Federal Schedule 1	
2. <b>Other Income</b> – Commissions, director's fees, jury duty pay, cancellation of debt, etc.—Attach Fed. Schedule 1	
3. <b>Total Other Income</b> —Add lines 1 and 2 above	<b>Enter on page 1, line 2</b>
4. If tax from another city was withheld from your gambling winnings, multiply line 1 above by 1% (0.01). Compare this amount with the amount of tax withheld from your winnings (as reported on your W-2G) and enter the lower of the two amounts here.	

## WORKSHEET C: SCHEDULE INCOME (Schedule C, E, F, K-1, Form 4835, Form 4797)

1. <b>Net Income/(Loss) from Self-Employment</b> – Attach Schedule C	
2. <b>Profit/(Loss) from Rents/Royalties</b> – Attach Federal Schedule E	
3. <b>Profit/(Loss) from Partnerships, S-Corps, Estates &amp;Trusts</b> – Attach Federal Schedule E-2	
4. <b>Profit/(Loss) from Farming</b> – Attach Federal Schedule F or Form 4835	
5. <b>Profit/(Loss) from Sale of Business Property</b> (ordinary gains/losses only) – Attach Federal Form 4797	
6. <b>Subtotal</b> (add lines 1 through 5); if line 6 is a negative number, stop here and enter \$0 on page 1, line 3 of your return (Total Schedule Income from Worksheet C).	
<b>Do you have carryover losses from prior years for any of your businesses?</b>	
<ul style="list-style-type: none"> <li>• <b>IF NO:</b> Skip lines 7, 8, &amp; 9 below. Record the amount of line 6 (above) on page 1, line 3 of your return (Total Schedule Income from Worksheet C).</li> <li>• <b>IF YES:</b> Complete line 7 and follow the instructions for lines 8 &amp; 9.</li> </ul>	
7. <b>Enter your carryover loss from each of the tax years noted below; total those losses and enter them on line 7.</b> 2018 ( ) + 2019 ( ) + 2020 ( ) + 2021 ( ) + 2022 ( ) =	
8. <b>Enter the <u>lesser</u> of the amount on line 7 OR the amount on line 6.</b>	
9. <b>Total Business Income:</b> Subtract line 8 from line 6. Enter the total here and on page 1, line 3 of your return (Total Schedule Income from Worksheet C).	

## Instructions for completing your tax return

**Line 1** Complete Worksheet A on page 2 of the tax form if you have wage income to report. Then enter the total from Worksheet A, column 2, on line 1. **Attach all W-2 forms to your return and indicate how many W-2's you've included.**

**Line 2** Complete Worksheet B on page 2 of the form if you have gambling winnings or other miscellaneous income to report. Then enter the total from line 3 of the worksheet on line 2 of your return. If you had gambling winnings, **be sure to attach any W-2G form that you received.**

**Line 3** Complete Worksheet C and follow the worksheet instructions to determine the amount to report on line 3 of your return. **Be sure to attach any of the following schedules/forms that were included with your Federal return: Schedule 1, Schedule C, Schedule E, Form 4797, Schedule F, Form 4835.**

**Line 4** Add lines 1, 2 and 3. This is the amount of income subject to Springboro tax.

**Line 5** Multiply the amount of income on line 4 by 1.5% (.015). This is your tax liability before credits.

**Line 6A-D** 6A Enter total Springboro tax withheld from column 4 of Worksheet A.

6B Enter the total credit for the tax you paid to other cities from column 7 of Worksheet A; if you calculated a credit for taxes paid to another city on gambling winnings on Worksheet B, line 4, also add that amount to your total credits on line 6B.

6C Enter the total of the estimated tax payments that you made for tax year 2023.

6D Enter the amount of any overpayment from tax year 2022 that was credited to 2023.

**Line 6E** Add 6A, 6B, 6C and 6D. This is the total of your tax credits.

**Line 7** Subtract line 6E from line 5. If line 5 is greater than line 6E, you have a balance due.

**Line 8** If line 6E is greater than line 5, you have an overpayment of tax. Indicate whether you prefer to receive a refund or would like a credit applied to next year's tax. Allow 30 days for a refund to be issued.

## Declaration of Estimated Tax Due

**Lines 9-12** If you anticipate owing more than \$500 in tax when you file your 2024 tax return, we recommend that you make quarterly estimated payments. Follow the instructions on lines 9-11 to estimate your tax liability for 2024, based on your 2023 income and credits. (Note: If you expect your income or credits to be significantly different than what you reported on your 2023 return, go ahead and make any necessary adjustments to your line 9 and 10 entries to more accurately reflect your anticipated 2024 income and credits.) Once you determine your estimated balance due on line 11, divide that number by 4 to determine your quarterly estimated payments for 2024 and enter the amount on line 12.

**Line 13** If you are not making an estimated 2024 payment with your 2023 tax return, enter the amount from line 7. If you wish to make your 1st quarter 2024 estimated payment at the same time you pay your 2023 balance due, add the amounts from line 7 and 12 to determine the total payment to make with your return.

## Signature Section

Be sure to sign and date your return. If someone else has prepared your return, please let us know if we have permission to contact him/her with any questions by marking "yes" or "no" where indicated.

## Submitting Your Return

Use one of the following options to submit your completed return:

- Mail your return to City of Springboro, 320 W Central Ave, Springboro, OH 45066
- Electronically upload your return to <https://www.cityofspringboro.com/411/Electronic-Dropbox>
- Put your return in one of our physical drop boxes at the City building, 320 W Central Ave