



CITY OF SPRINGBORO INDIVIDUAL INCOME TAX RETURN TAX YEAR 2023 FORM EZ

Enter your contact information below:

First name and middle initial	Last name	Your Social Security number
Spouse's first name and middle initial (if filing jointly)	Last name	Spouse's Social Security number
Address		Preferred phone number ()

CAN YOU FILE THE EZ FORM? If ALL the following statements are TRUE (T), you can file this EZ Form.

- I lived in Springboro for all of calendar year 2023. ☐ T ☐ F
- All of my 2023 wages were reported on W-2s. ☐ T ☐ F
- I did not file Schedule 1 with my Federal income tax return. ☐ T ☐ F
- I did not file for a refund of tax withheld by another city on any wages reported on this return. ☐ T ☐ F

FOLLOW THESE STEPS TO PREPARE YOUR EZ TAX FORM

1 Determine your taxable wages

What you need: A copy of each W-2 issued to you

What to do: Add up the amounts in Box 5 of ALL your W-2's and enter the total below. (Or, if the wage amounts listed in Box 18 are larger, use those instead.)

STEP 1
TOTAL

2 Determine your Springboro tax before credits

What to do: Multiply the wage total you calculated in Step 1 by 1.5% (0.015) and enter the total below.

STEP 2
TOTAL

3 Determine the amount of money you've already paid to Springboro from wage withholding

What you need: Each W-2 that shows Springboro tax was withheld; Springboro will be listed as the local jurisdiction in Box 20 and the amount withheld will be listed in Box 19.

What to do: Add the Springboro withholding amounts in Box 19 and enter the total below.

STEP 3
TOTAL

4 Determine your credit for taxes paid to other cities

What you need: Each W-2 that shows tax was withheld for a city other than Springboro

What to do: Complete the table below by:

- Writing the name of each city for which taxes were withheld
- Entering the wages earned in each city (as reported in Box 18) in Column A
- Multiplying the number in Column A by 1% (0.01) and entering the result in Column B
- Totaling Column B and entering the result

CITY NAME (Box 20)	COLUMN A Qualifying Wages (Box 18)	COLUMN B Column A x 1% (0.01)
STEP 4 TOTAL		

5 Determine your credit for any payments made to the City that weren't from withholding on your wages

What to do:

Enter the total estimated tax payments you made to the City of Springboro for 2023. *Don't know? Call us at 937-748-9701.*

If you overpaid your 2022 taxes and asked us to apply the overpayment to your 2023 tax due, enter the amount of your carryover credit here. *Don't know? Call us at 937-748-9701.*

Now add your estimated payments and carryover credit together and enter the result below.

STEP 5
TOTAL

6 Put it all together

What to do: Enter your Step 2, 3, 4, and 5 totals on the lines below and follow the formula. Enter the result in the box below.

STEP 2 TOTAL	
	(MINUS)
STEP 3 TOTAL	
	(MINUS)
STEP 4 TOTAL	
	(MINUS)
STEP 5 TOTAL	
	EQUALS (ENTER AMOUNT BELOW)
TOTAL:	

Is the amount in Step 6 a positive number?

If YES, the amount in Step 6 is your balance due. Please see the FAQs in the next column for your payment options.

NOTE: Payment is required only if your balance due is more than \$10.

Is the amount in Step 6 a negative number?

If YES, the amount in Step 6 is your overpayment.

Indicate your preference:

- ☐ I would like a refund check.
- ☐ Credit all of my overpayment to my 2024 tax due.
- ☐ Credit \$_____ of my overpayment to my 2024 tax due and refund the balance.

NOTE: A refund will be issued only if your overpayment is at least \$10.



Important! Your return is due on April 30, 2024.
See the FAQs in the next column for your filing options.

The undersigned declares that this return, including any supporting documentation, is a correct and complete return for tax year 2023.

Your Signature

Date

Spouse's Signature

Date

FAQs

Who must file a Springboro return?

All residents of Springboro, age 18 and older, must file an annual tax return to report their taxable income to the City. The most common sources of taxable income are wages, self-employment income, rental income, gambling winnings, partnership income, or profits from business operations. For a complete list of income taxable to the City, go to www.cityofspringboro.com. If you have no taxable income, advise us by filing a "No Income" return.

Can I get help completing this form?

If you'd like help preparing this form, you may schedule an appointment with one of our tax representatives, Monday through Friday, between the hours of 10:00 AM - 3:00 PM. To schedule an appointment, visit our website or call us at 937-748-9701.

What documentation should I submit with the return?

Include a copy of page 1 of your Federal Form 1040 (or pages 1 & 2 of Federal Form 1040-SR) and a copy of all W-2's you received from your employer(s).

How should I file the return?

Mail your return and supporting documents to:
City of Springboro Income Tax Department, 320 W. Central Ave., Springboro, OH 45066. You may also put the documents in our physical dropbox at the City building or upload them to the electronic dropbox on our website.

When is the return due?

April 30, 2024.

If I have a balance due, how can I pay?

There are several ways to pay a balance due:

- **By check:** Mail a check payable to the City of Springboro with your return, drop a check in a City drop box or bring your payment to the Income Tax Office, M-F, 8 AM–4:30 PM.
- **Pay by cash** in the Springboro Tax Office, M-F, 8 AM–4:30 PM.
- **Pay** at www.cityofspringboro.com using credit card or E-check. (Note: There is a convenience fee for this service.)

Did You...

- ☐ Provide a copy of all your W-2's?
- ☐ Provide a copy of Page 1 of your Federal return?
- ☐ Sign your return?
- ☐ Pay your balance due online or enclose a check for the balance due with this return?
- ☐ List a contact phone number if we need to reach you?