

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	<input type="text"/>
	(MINUS)
STEP 3 TOTAL	<input type="text"/>
	(MINUS)
STEP 4 TOTAL	<input type="text"/>
	(MINUS)
STEP 5 TOTAL	<input type="text"/>
	EQUALS (ENTER AMOUNT BELOW)
TOTAL:	<input type="text"/>

Is the amount in Step 6 a positive number?

If YES, the amount in Step 6 is your balance due, as long as your return is filed on time. See FAQs on late-filing penalties.

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, as long as your return is filed on time. See FAQs on late-filing penalties.

- I would like a refund check.
- Credit all of my overpayment to my 2026 tax due.

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

Important! Your return is due on April 30, 2026.
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 2025.

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. For a complete list of City-taxable income, consult the [Tax Service's page at www.cityofspringboro.com](http://www.cityofspringboro.com).

Can I get help completing this form?

If you have questions regarding how to complete this form, 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 one of our physical dropboxes at the City building.

When is the return due?

April 30, 2026, unless you have filed for a six-month extension of time with the IRS or the City to complete your tax filing. If you applied for an extension, be sure to attach a copy of the form to your return.

What is the penalty for filing late?

Taxpayers who file after the due date (4/30/26 without an extension or 10/31/2026 with an extension) are subject to a \$25 late-filing penalty. If you are filing late, you must add \$25 to your remitted balance due or reduce any overpayment claimed by \$25.

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

- **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. ***Please do not staple your check to your tax return.***
- **Pay by cash** in the Springboro Tax Office, M-F, 8 AM-4:30 PM. ***Please do not put cash in our dropbox.***
- **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?
- Provide a copy of your extension form if you filed one?
- Sign your return?
- Pay your balance due online or enclose a check?