



## CITY OF SPRINGBORO TAX-FILING INFORMATION

### **WHO MUST FILE**

- All Springboro residents, age 18 or older, who lived in the City for more than 30 calendar days are required to file an annual income tax return.\* There is no maximum age or income limitation for reporting purposes. Please refer to the tables on page 2 to determine what income sources are taxable to the City.

*\*Note:* An exception applies for full-time college students (undergraduate) living away from home during the academic year. Please refer to the *Frequently Asked Questions* on our website ([www.cityofspringboro.com/425/Tax-Filing-FAQs](http://www.cityofspringboro.com/425/Tax-Filing-FAQs)) for more information.

- All non-residents of Springboro who have taxable income from Springboro sources (e.g., work performed in the City, rental property located in the City) must file, unless the income was solely from wages (i.e., reported on W-2's) upon which Springboro tax was fully withheld.

**FILING DEADLINE** - Springboro's tax filing deadline is **April 30th each year**. (E.G., The deadline for 2025 returns is April 30, 2026). If the 30th falls on a weekend, the deadline will be the next business day following the 30th. Taxpayers who file their return after the deadline are subject to a \$25 late-filing penalty, unless they request an extension.

**EXTENSIONS** – If you requested an extension of time to file your Federal return with the IRS, you will automatically receive a six-month extension of time to file your Springboro return; please include a copy of the Federal extension form when you eventually file. If you have not requested a Federal extension, you may still receive a Springboro extension; download an extension form from our website and submit your request no later than the tax filing deadline (see above). Note: If you file for an extension, you will still be expected to pay your anticipated balance due by the filing deadline.

**REQUIRED ATTACHMENTS** – Each return must be accompanied by your W-2(s) and a copy of the first page of your Federal Form 1040 (or first two pages of your Federal Form 1040-SR). In addition, if you filed any of the following Schedules/Forms with your Federal return, we will need a copy of them as well: Schedule 1, Schedule C, Schedule E, Form 4797, Schedule F, Form 4835.

**ESTIMATED TAXES** – We recommend that taxpayers make quarterly estimated tax payments for the current year if their anticipated balance due will be \$500 or more. If you need help calculating your quarterly estimate amounts, contact our Tax Department at 937-748-9701 for assistance. [Note: Most taxpayers choose to make their 1st quarter estimated payment for the current tax year at the same time they file their prior-year return and pay their balance due. Vouchers for remitting 2nd, 3rd and 4th quarter payments can be downloaded from our website.]

**PAYMENTS** – You may pay by cash (in person), check, money order, credit card or electronic check. Follow the link from our homepage at [www.cityofspringboro.com](http://www.cityofspringboro.com) to make a payment online. (Note: Payments by credit card or electronic check are subject to a convenience fee.)

**PART-YEAR RESIDENTS** – If you resided in the City for 30 or more days of the tax year, you must file a return and pay tax on the income you earned while living in Springboro. Because proration of income and withholding credits can be complicated in many circumstances, we recommend that you make an appointment to have one of our staff members prepare your part-year return for you. Appointments may be scheduled by calling the Tax Department (937-748-9701) or by going to the *Tax Services* page on the City's website.

**AMENDED RETURNS** – If you amend your Federal return and your taxable City income increases as a result of the changes, you must also file an amended return with the City. The amended return is due within ninety (90) days of the date you filed your Federal amendment. An amended return is also required if you received a credit on your Springboro tax return for taxes paid to another city and subsequently receive a refund of some/all of those taxes.

**For more information, please contact our office at 937-748-9701 or visit the *Tax Services* page on the City's website ([www.cityofspringboro.com](http://www.cityofspringboro.com)).**

## SUMMARY OF TAXABLE/NON-TAXABLE INCOME SOURCES\*

TAXABLE INCOME	
<ul style="list-style-type: none"> <li>• Medicare wages reported in Box 5 of your W-2 (except for third-party sick pay)</li> <li>• Commissions, fees and other earned income</li> <li>• Self-employment income (Schedule C)</li> <li>• Non-employee compensation income not reported on Federal Schedule C</li> <li>• Net farm income (Schedule F)</li> <li>• Net rental income (Schedule E or Form 4835)</li> <li>• Income from partnerships, estates and trusts (Schedule E, Parts II and III)</li> <li>• Oil and gas rights income</li> </ul>	<ul style="list-style-type: none"> <li>• Gambling/lottery winnings (including betting wins from Sportsbook play)</li> <li>• Jury duty pay</li> <li>• Ordinary gains reported on lines 10 or 13 of Federal Form 4797</li> <li>• Compensation paid in goods and services or property usage (taxed at fair-market value)</li> <li>• Federally taxed fellowships, grants and stipends paid to a graduate or undergraduate student</li> <li>• Form 1099-C income (from debt cancellation) as reported on line 8c of Federal Schedule 1</li> <li>• Housing allowance payments to clergy in excess of their qualified housing expenses</li> </ul>

NON-TAXABLE INCOME	
<ul style="list-style-type: none"> <li>• Third-party sick pay</li> <li>• Interest, dividends, or capital gains from investments</li> <li>• Income from qualified pension plans</li> <li>• Income from retirement plans, IRAs and annuities</li> <li>• Social Security benefits</li> <li>• Disability benefits</li> <li>• State unemployment benefits</li> <li>• Worker's compensation benefits</li> <li>• Proceeds from life insurance</li> <li>• Alimony and child support</li> <li>• Refunds of state or local taxes</li> </ul>	<ul style="list-style-type: none"> <li>• Active-duty military pay (including National Guard)</li> <li>• Non-military pay earned by active-duty military service members or their spouses if their home of record is NOT Springboro, Ohio</li> <li>• Income from poll-working activities on election day (earnings under \$1,000)</li> <li>• Federally taxable distributions from a health savings account</li> <li>• Federally taxable distributions from a Section 529 college savings/prepaid tuition plan</li> <li>• Distributions from a non-qualified pension plan</li> <li>• Housing allowances for clergy that do not exceed qualified housing expenses</li> </ul>

*\*Note: This is not an all-inclusive list; contact the Springboro Tax Department at 937-748-9701 for general questions regarding taxable income sources. But, be sure to consult with a tax advisor regarding any unique situations/sources of income to determine your potential local tax liability.*