

VILLAGE OF GENOA
INCOME TAX DEPARTMENT
P.O. BOX 237, GENOA, OHIO 43430

DECLARATION OF ESTIMATED GENOA INCOME TAX VOUCHER
FOR CALENDAR YEAR OF FISCAL PERIOD

CITY OF RESIDENCE _____
 NAME OF EMPLOYER _____
 NATURE OF BUSINESS _____
 YOUR ▼ FED. I.D. OR S.S. NO. ▼ SPOUSE
 A/C NO. _____

CHECK THIS BOX IF THIS IS AN AMENDED DECLARATION

Voucher 1
(CALENDAR YEAR - DUE APRIL 30)
If fiscal year taxpayer, see instruction

A. Estimated tax (or amended estimated tax) for the year ending _____ (month and year) \$ _____
 B. Overpayment for last year credited to estimated tax for this year. \$ _____
 1. Amount of this installment \$ _____
 2. Amount of unused overpayment credit if any applied to this installment \$ _____
 3. Amount of this installment payment (line 1 less line 2) \$ _____

If this is an original declaration-voucher file even though line 3 is zero.

*Sign ► _____
Your Signature

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Voucher 2
(CALENDAR YEAR - DUE JULY 31)
If fiscal year taxpayer, see instruction

A. Estimated tax (or amended estimated tax) for the year ending _____ (month and year) \$ _____
 B. Overpayment for last year credited to estimated tax for this year. \$ _____
 1. Amount of this installment \$ _____
 2. Amount of unused overpayment credit if any applied to this installment \$ _____
 3. Amount of this installment payment (line 1 less line 2) \$ _____

If this is an original declaration-voucher file even though line 3 is zero.

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Your Signature

ESTIMATED PAYMENTS ARE REQUIRED

Instructions:

Every taxpayer having or anticipating any income not subject to Genoa Withholding by Employer, shall file a declaration setting forth the estimated annual income, together with an estimate of the amount of tax due.

The taxpayers annual estimated tax liability shall be divided by four (4) to determine the estimated quarterly tax to be paid. For example, if your income is \$9,000 per year, you pay \$33.75 in April, July, October, and January for a total estimate of \$135.00.

Filing and Paying - You file and pay on Voucher 1 by April 30, Voucher 2 by July 31, Voucher 3 by October 31, Voucher 4 by January 31.

(BE SURE YOU DETACH VOUCHER BEFORE FILLING IN)

Fiscal Year - If the books are kept on a fiscal instead of calendar year, change all Voucher dates to correspond with your fiscal year.

Questions and Answers - All taxpayers filing this Declaration are required to complete all lines on this form.

Income Tax Worksheet:

Computation of Estimated Tax:

1. Enter here the total income subject to Genoa Income Tax as indicated in the General Instructions 3A, B, C, and D.
2. Enter here 1 1/2% of amount shown on line 1.

3. WITHHOLDING CREDITS

- a. Enter here tax to be withheld by employer for all municipalities.
 - b. (GENOA RESIDENTS ONLY) Enter here the amount of tax paid or to be paid a city other than Genoa income on which tax was not withheld. Indicate name of such city (not to exceed 3/4%).
4. Enter here the total of lines 3a, 3b.
 5. Enter here the difference between 2 and 4.
 6. Enter here 1/4 of amount shown on line 5, unless it is for less than 12 months, in which case, prorate over remaining quarters of the year.
 7. Enter here and in Column (c) overpayment on last year's return, if you are applying it to this estimate.

How To Use The Declaration - Voucher

(DETACH VOUCHER BEFORE FILLING IN INFORMATION)

1. Enter amount shown on line 5 of the worksheet in Block A of the Voucher.
2. Enter amount shown on line 6 of the worksheet on line 1 of the Voucher.
3. Enter the overpayment on last years' return on line 7 of the worksheet credited to your estimated tax in Block B of the Voucher.
4. Enter amount of overpayment from last year applied to this installment on line 2 of the Voucher.
5. Subtract the overpayment credit on line 2 from line 1 and enter amount of payment on line 3. File original Voucher even though line 3 is zero.

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Voucher 3
(CALENDAR YEAR - DUE OCTOBER 31)
If fiscal year taxpayer, see instruction

A. Estimated tax (or amended estimated tax) for the year ending _____ (month and year)
 \$ _____

B. Overpayment for last year credited to estimated tax for this year.
 \$ _____

1. Amount of this installment \$ _____
 2. Amount of unused overpayment credit if any applied to this installment \$ _____
 3. Amount of this installment payment (line 1 less line 2).... \$ _____

If this is an original declaration-voucher file even though line 3 is zero.

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Your Signature

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Voucher 4
(CALENDAR YEAR - DUE JANUARY 31)
If fiscal year taxpayer, see instruction

A. Estimated tax (or amended estimated tax) for the year ending _____ (month and year)
 \$ _____

B. Overpayment for last year credited to estimated tax for this year.
 \$ _____

1. Amount of this installment \$ _____
 2. Amount of unused overpayment credit if any applied to this installment \$ _____
 3. Amount of this installment payment (line 1 less line 2).... \$ _____

If this is an original declaration-voucher file even though line 3 is zero.

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Your Signature

ESTIMATED VILLAGE OF GENOA TAX WORKSHEET
(KEEP FOR YOUR RECORDS — DO NOT FILE)

COMPUTATION OF ESTIMATED TAX

1. ESTIMATED TAXABLE INCOME \$ _____
 2. ESTIMATED TAX DUE 1 1/2% OF LINE 1..... \$ _____
 3. a. AMOUNT OF MUNICIPAL TAX WITHHELD \$ _____
 b. AMOUNT OF TAX PAID ANOTHER CITY (see instructions on page 3)
 NAME _____ \$ _____
 4. TOTAL CREDITS (line 3a and 3b) \$ _____
 5. NET ESTIMATED TAX DUE (line 2 less 4)..... \$ _____
 6. AMOUNT DUE WITH ESTIMATE (1/4 of line 5).... \$ _____
 7. OVERPAYMENT PRIOR YEAR RETURN \$ _____
 ENTER IN COLUMN C OF WORKSHEET AND BLOCK B OF VOUCHER

| Voucher Number | Date (a) | Amount (b) | Prior Year Overpayment Credit applied to installment (c) | Total amount paid and credited from Jan. 1, through the installment date shown. Add (b) and (c) (d) |
|----------------|----------|------------|--|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| TOTAL ► | | | | |