

ESTIMATED PAYMENT INSTRUCTIONS

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

The Taxpayer must pay 90% of the total estimated tax liability. Payments are to be made in four (4) equal installments. For example, if your income is \$10,000, your estimated tax liability is \$200. Ninety percent (.90) of \$200 = \$180, you pay \$45 in April, July, October, and January. **Payments may be rounded to the nearest dollar.**

File and pay on Voucher 1 by April 15, 2012, Voucher 2 by July 31, 2012, Voucher 3 by October 31, 2012, Voucher 4 by January 31, 2013.

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

ESTIMATED TAX WORKSHEET

(KEEP FOR YOUR RECORDS – DO NO FILE)

COMPUTATION OF ESTIMATED TAX

1. Estimated taxable income \$ _____
2. a. Estimated tax due – 2% of Line 1 \$ _____
b. 90% (.90) of Line 2a \$ _____
3. a. Amount of Waterville tax withheld \$ _____
b. Credit for tax withheld to other city (Limited to 1.5%) \$ _____
4. Overpayment from prior year \$ _____
5. Total credits (Lines 3a, 3b and 4) \$ _____
6. 90% of estimated tax due to be paid in quarterly installments (Line 2b less Line 5) \$ _____

RECORD OF ESTIMATED TAX PAYMENTS

	DUE DATE	CHECK NUMBER	DATE	AMOUNT
VOUCHER 1	April 15th	_____	_____	\$ _____
VOUCHER 2	July 31st	_____	_____	\$ _____
VOUCHER 3	October 31st	_____	_____	\$ _____
VOUCHER 4	January 31st	_____	_____	\$ _____
			TOTAL	\$ _____

**WATERVILLE – DECLARATION OF ESTIMATED INCOME TAX
FOR CALENDAR YEAR OR FISCAL PERIOD**

NAME AND ADDRESS MUST BE PRINTED ON THIS FORM

MAKE CHECKS PAYABLE TO: CITY OF WATERVILLE TAX DEPARTMENT
File this return with COMMISSIONER OF TAXATION
25 N. Second St., Waterville, Ohio 43566

2012

VOUCHER 1 – DUE APRIL 15, 2012

(Fiscal year taxpayers - see instructions)

ESTIMATED TAX \$ _____
From Line 6 of worksheet

INSTALLMENT DUE \$ _____
1/4 estimated Tax (Payments may
be rounded to the nearest dollar)

CHECK # _____

Signature _____

RECORD YOUR PAYMENT ON WORKSHEET

**WATERVILLE – DECLARATION OF ESTIMATED INCOME TAX
FOR CALENDAR YEAR OR FISCAL PERIOD**

NAME AND ADDRESS MUST BE PRINTED ON THIS FORM

MAKE CHECKS PAYABLE TO: CITY OF WATERVILLE TAX DEPARTMENT
File this return with COMMISSIONER OF TAXATION
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2012

VOUCHER 2 – DUE JULY 31, 2012

(Fiscal year taxpayers - see instructions)

ESTIMATED TAX \$ _____
From Line 6 of worksheet

INSTALLMENT DUE \$ _____
1/4 estimated Tax (Payments may
be rounded to the nearest dollar)

CHECK # _____

Signature _____

RECORD YOUR PAYMENT ON WORKSHEET

**WATERVILLE – DECLARATION OF ESTIMATED INCOME TAX
FOR CALENDAR YEAR OR FISCAL PERIOD**

NAME AND ADDRESS MUST BE PRINTED ON THIS FORM

MAKE CHECKS PAYABLE TO: CITY OF WATERVILLE TAX DEPARTMENT
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2012

VOUCHER 3 – DUE OCTOBER 31, 2012

(Fiscal year taxpayers - see instructions)

ESTIMATED TAX \$ _____
From Line 6 of worksheet

INSTALLMENT DUE \$ _____
1/4 estimated Tax (Payments may
be rounded to the nearest dollar)

CHECK # _____

Signature _____

RECORD YOUR PAYMENT ON WORKSHEET

**WATERVILLE – DECLARATION OF ESTIMATED INCOME TAX
FOR CALENDAR YEAR OR FISCAL PERIOD**

NAME AND ADDRESS MUST BE PRINTED ON THIS FORM

MAKE CHECKS PAYABLE TO: CITY OF WATERVILLE TAX DEPARTMENT
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2012

VOUCHER 4 – DUE JANUARY 31, 2013

(Fiscal year taxpayers - see instructions)

ESTIMATED TAX \$ _____
From Line 6 of worksheet

INSTALLMENT DUE \$ _____
1/4 estimated Tax (Payments may
be rounded to the nearest dollar)

CHECK # _____

Signature _____

RECORD YOUR PAYMENT ON WORKSHEET