



**CITY OF XENIA INCOME TAX DIVISION
DECLARATION OF ESTIMATED TAXES AND ESTIMATED PAYMENT COUPONS
FOR CALENDAR YEAR FILERS EFFECTIVE 1/1/2016**

Every taxpayer shall make a declaration of estimated taxes for the current taxable year, on the either their Xenia income tax return for the prior tax year or on this declaration form or at the Income Tax Division in person, if the amount payable as estimated taxes is at least two hundred dollars (\$200). The declaration of estimated taxes shall be filed on or before the date prescribed for the filing of the City tax return or on or before the fifteenth (15th) day of the fourth (4th) month after the taxpayer becomes subject to tax for the first time. Amended declarations may be filed at any time using this form. The unpaid balance due on the amended declaration shall be paid in equal installments on or before the remaining payment dates.

The filing of a declaration does not relieve the taxpayer of the necessity of filing a final return even though there is no change in the declared tax liability. A final return must be filed to obtain a refund of any overpayment of over ten dollars (\$10.00)

Date: _____ For Tax Year _____

Please select one of the following

- ☐ Declaration of Estimated Taxes
☐ Amended declaration of Estimated Taxes

Xenia Income Tax Account Number or Taxpayer Social Security Number*: _____
**On joint accounts, joint declarations are required. If filing for a business, enter the FID here.*

Taxpayer Name(s): _____

Taxpayer Address: _____

Declaration of Estimated Taxes or Amended Declaration Amount**: _____

***Please use the Estimated Payments Calculator on our website or contact our offices for assistance in determining your estimated taxes.*

If the combination of other city tax withholding and Xenia tax withheld does not meet 90% of your Xenia tax liability, you must make estimated payments to avoid a penalty.

For calendar year filers, estimated payments are due on the following schedule:

- 22 ½% of Xenia tax liability (minus any credits for withholding) on or before April 15
- 45% of Xenia tax liability (minus any credits for withholding) on or before June 15
- 67 ½% of Xenia tax liability (minus any credits for withholding) on or before September 15
- 90% of Xenia tax liability (minus any credits for withholding) on or before December 15



Mail payments to Xenia Income Tax Division, PO Box 490, Xenia, OH 45385-0490

ESTIMATED PAYMENT COUPON #1 FOR TAX YEAR _____ DUE ON OR BEFORE APR 15, _____

Acct #, SSN or FID:

Taxpayer Name(s):

Address:

Total declaration for tax year: _____ Amount due for this quarter: _____

For office year only:

AMOUNT REC'D \$ _____ REC'D DATE _____ Tax year _____ Period _____



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ESTIMATED PAYMENT COUPON #2 FOR TAX YEAR _____ DUE ON OR BEFORE JUN 15, _____

Acct #, SSN or FID:

Taxpayer Name(s):

Address:

Total declaration for tax year: _____ Amount due for this quarter: _____

For office year only:

<i>AMOUNT REC'D \$</i>	<i>REC'D DATE</i>	<i>Tax year</i>	<i>Period</i>
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ESTIMATED PAYMENT COUPON #3 FOR TAX YEAR DUE ON OR BEFORE SEP 15,

Acct #, SSN or FID:

Taxpayer Name(s):

Address:

Total declaration for tax year: _____ Amount due for this quarter: _____

For office year only:

AMOUNT REC'D \$	REC'D DATE	Tax year	Period
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ESTIMATED PAYMENT COUPON #4 FOR TAX YEAR DUE ON OR BEFORE DEC 15,

Acct #, SSN or FID:

Taxpayer Name(s):

Address:

Total declaration for tax year: _____ Amount due for this quarter: _____

For office year only:

AMOUNT REC'D \$	REC'D DATE	Tax year	Period
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