City of Columbus
Income Tax Division

Instructions for Form IR-21

Declaration of Estimated City Income Tax

For use in preparing

2018 Returns

The City of Columbus administers the municipal income tax for Columbus, Brice, Canal Winchester, Groveport, Harrisburg, Marble Cliff and Obetz. Persons either working or living within these areas are liable for the income tax at the rates shown on Form IR-21.

These instructions are applicable to Columbus and all the municipalities for which Columbus administers the tax. Be sure to indicate which municipality this return covers.

Individual's income from wages, salaries, commissions etc. or unincorporated businesses list by city in which income was earned, or services were performed, otherwise list by city of residence.

Columbus, Brice, Canal Winchester, Groveport, Marble Cliff and Obetz residents use **alternate city** for additional tax due to city of residence as a result of having paid a lesser tax to city of employment. (Be sure to indicate city of residence).

Every taxpayer having or anticipating any taxable income not subject to withholding by their employer or who engages in any business, profession, enterprise or activity subject to the tax imposed upon net profits, shall file a declaration setting forth the estimated annual income together with an estimate of the amount of tax due thereon. The taxpayer's annual estimated tax liability shall be divided by four (4) to determine the amount of tax that should be paid quarterly on an estimated basis.

Example: If your estimated income is $40,000.00 @ 2.5% tax rate, the tax estimate due for the year is $1,000.00, and you pay $250.00 in April, June, September and January for a total estimated payment of $1,000.00.

Filing and Paying

The declaration and 1st quarterly payment should be filed by April 15 (even if you are on Federal extension). Each declaration must show a credit and/or be accompanied by a payment of at least one-fourth (1/4) of estimated annual tax with at least a similar amount payable with each subsequent quarterly voucher. Subsequent quarterly payments 2, 3 and 4 should be filed with the appropriate payment voucher and are due on the 15th day of June; September and January.

Failure to make timely payments of estimated city taxes will result in penalty and interest assessments.



You will receive no further notification of payment due dates from this office. If you need additional payment vouchers, please visit our website at www.columbustax.net and download Form IR-18.

You may use Form IR-21 to file an amended declaration of estimated tax. Please mark the box at the top right portion of the form designated as "AMENDED".

Calculation of Estimate

To be considered as filed in good faith and not subject to penalty and interest charges, your timely estimated tax must not be less than 90% of the total tax as shown on your final return (Column E). Tax withheld or estimated payments may be applied to this **90%** factor. We will also consider current year estimate payments timely made which equal or exceed 100% of the taxes as shown on your previous year's return (Column E) as a good faith estimate and not subject to penalty and interest charges for underpayment of estimated tax. **Each city is considered a separate entity in the calculation and payment of a good faith estimate (90% of tax on final return).**

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Total annual estimate tax should be calculated by multiplying total taxable income (Column D) by the appropriate tax rate and deducting in Column F tax withheld, paid by partnership on behalf of taxpayer or paid to other cities not reportable on this form. Divide this figure (Line 1) by 4 to determine quarterly installment payment. The first payment less credits from overpayment of previous year's return, if any, shall be paid with this declaration (Line 5).

NO Payment Enclosed:

Mail to: Columbus Income Tax Division
PO Box 182437
Columbus, Ohio 43218-2437

Payment Enclosed:

Make payable to: CITY TREASURER
Mail to: Columbus Income Tax Division
PO Box 182158
Columbus, Ohio 43218-2158

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