

# 2019 VILLAGE OF GIBSONBURG TAX RETURN INSTRUCTIONS

**PLEASE NOTE: This PDF FILL-IN form will calculate your tax, subtract payments and credits, BUT WILL NOT calculate any penalties, interest or late filing fees. If the return is subject to these penalties, interest, or late filing fees, we will send a revised return and letter for the additional fees.**

1. Go to our website: [www.gibsonburgohio.org/tax-department](http://www.gibsonburgohio.org/tax-department)
2. Scroll down the page to TAX FORMS button and click.
3. Next page is split between Individuals and Business. Under "Individuals" scroll to the "2019 VOG TAX RETURN FILL-IN".
4. Open this form in the Adobe pdf (If asked).
5. TAKE NOTICE TO THE YELLOW HIGHLIGHTED BOX!!
6. Type in your Social Security Number for each tax filer if married. Also type your name and mailing address. (You can also use the postcard sticker that was mailed to you).
7. Enter your move in or move out dates, if this pertains to you.
8. Enter your phone numbers, so we can reach you with any questions we may have.
9. Enter your email, but not required. We do not send confidential information thru emails.

**\*\*\*BELOW ARE INSTRUCTIONS ARE FOR THOSE THAT HAVE ONLY W2 INCOME \*\*\***

**Line 1:** Add all W2 wages located in box 5 of the W2's. Enter total amount here. *Next go to line 7A*

**Line 7A:** Enter all W2 Withholdings for Gibsonburg only. **DO NOT USE SCHOOL TAX WITHHOLDINGS**, Coded as 7203. If no taxes were withheld, enter zero. *Next go to Line 7B*

**Line 7B:** Enter the amount of Estimated taxes you paid during 2019. Call if you are unsure of the amount. Enter zero otherwise. *Next go to Line 7C*

**Line 7C:** IF you have a credit from prior year, enter that amount here. Otherwise enter zero.

**Line 8:** This is the balance due on your tax return. Submit payment via drop box outside our office or with a credit card/debit card thru our website. (NO AMERICAN EXPRESS).

**Line 10:** This is continued from line 8 above. If a negative amount, it shows a refund. Type your choice to have a check mailed to your or have it credit to next year. If no choice has been selected, we will credit the overpayment to next year, if you are subject to estimated tax payments.

## **2020 DECLARATION OF ESTIMATED TAX – MANDATORY**

**Line 12:** Enter the amount of income from Line 5 and the form will calculate 1%.

**Line 13A, 13B:** Enter the amounts per your 2019 return above, (Lines 7a and Line 11, if any).

**Line 13C:** Total of your credits is calculated here. This will deduct the amount from Line 12 above.

**Line 14:** Results showing here are the NET TAX DUE for the entire year.

**Line 15:** Results on this line is just as the line states, line 14 X 25%.

**Line 16:** Results here are the total tax amount from Line 10 (if any) and the 1<sup>st</sup> quarter estimate due from Line 15.

**Check boxes:** Check if payment was thru our website. Also, if a preparer prepared return, check Y or N for permission to talk to the preparer.

**PRINT, SIGN, AND DATE THE RETURN...THIS IS A MUST!!!! RETURN IS CONSIDERED INCOMPLETE WITHOUT SIGNATURES.**

**For those of you who do not have access to a computer, or unable to print from home, blank forms will be at the Police Dept.**