

ATTACHMENTS REQUIRED WITH ALL RETURNS: 2016

W-2(s) AND FEDERAL FORM 1040, pages 1 and 2, AND ALL FEDERAL SCHEDULES.

Worksheet A

Use the highest dollar amount of gross wages from each W-2.

If you have income that has another city tax withheld **and** has 2106 expense associated with it, the 1% allowable credit is calculated on the new wage amount after the 2106 expense has been subtracted.

Worksheet B

Line 1 is for taxable income that was reported on federal tax Schedule C.

Line 2 is for rental income only that was reported on the federal tax Schedule E.

Line 3 is for other sources of city taxable income that are not included in Lines 1 and 2.

Worksheet C

EXEMPTION information – check any/all boxes that apply for you being exempt.

Provide Verification – Federal 1040, pages 1 and 2, Disability documentation, etc.

Fill out name(s), address, Social Security number, phone number.

Sign the form.

Mail all documentation and Worksheet C.

IMPORTANT: It is mandatory to file a declaration of estimated taxes and make estimated payments, please read instruction on who must file and what taxable or non-taxable income is.