

**CITY OF ONTARIO, OHIO**  
Income Tax Department  
555 Stumbo Road  
Ontario, OH 44906-1259

### **JOINT/INDIVIDUAL GENERAL INFORMATION**

**WHO MUST FILE:** EVERY Ontario resident eighteen years and older must file an Ontario Income Tax Return by April 18, unless exempt. If exempt, see WORKSHEET C, page 2 of the return.

Every non-resident earning income in Ontario from which city income tax has not been withheld and/or who is engaged in a business or profession in Ontario or owns rental property located in Ontario.

**BEFORE YOU START:** Fill in name(s), current address, and social security number(s). Please complete any of the informational boxes (located to right of address) that pertain to you.

**WHEN AND WHERE TO FILE:** This return must be filed or postmarked on or before April 18, 2016. Make checks or money orders payable to **City of Ontario** and mail to City of Ontario Income Tax Department, 555 Stumbo Road, Ontario OH 44906-1259. You may also bring your information (W-2s and/or Federal Schedules) to the tax office, and we will file your Ontario Income Tax return for you. If the deadline cannot be met, a copy of the Federal Extension request or letter requesting an extension with name, address, social security or federal identification number **MUST BE FILED WITH THE INCOME TAX DEPARTMENT BY THE ORIGINAL DUE DATE OF THE RETURN.** An extension request is not an extension of time to pay. Payment of an estimated tax due should accompany the extension request.

**ESTIMATED TAX PAYMENTS:** Section 193.07(B)(1) of the City of Ontario Codified Ordinances states: every taxpayer shall make a declaration of estimated taxes for the current taxable year, on the tax form, if the amount payable as estimated taxes is at least two hundred dollars. Such payments are due April 15, June 15, September 15 and December 15 of the taxable year. (Vouchers are found on page 3 of the return.) Complete lines 9 through 12 on Tax Form.

**SIGNATURE:** do not fail to sign and date your return. A tax return is not legally filed until signed by the taxpayer or a legally authorized agent.

**DISCLAIMER:** General information and instructions are illustrative only. Chapters 191 and 193 of the City of Ontario Codified Ordinances supersedes any interpretation presented.