



## 6 Put it all together

**What to do:** Enter your Step 2, 3, 4, and 5 totals on the lines below and follow the formula. Enter the result in the box below.

STEP 2 TOTAL	
	(MINUS)
STEP 3 TOTAL	
	(MINUS)
STEP 4 TOTAL	
	(MINUS)
STEP 5 TOTAL	
	EQUALS (ENTER AMOUNT BELOW)
TOTAL:	

### Is the amount in Step 6 a positive number?

If YES, the amount in Step 6 is your balance due. Please see the FAQs in the next column for your payment options.

**NOTE:** Payment is required only if your balance due is more than \$10.

### Is the amount in Step 6 a negative number?

If YES, the amount in Step 6 is your overpayment.

#### Indicate your preference:

- I would like a refund check.
- Credit all of my overpayment to my 2020 tax due.
- Credit \$\_\_\_\_\_ of my overpayment to my 2020 tax due and refund the balance.

**NOTE:** A refund will be issued only if your overpayment is at least \$10.

**Important!** Your return is due on 7/15/2020; see the FAQs in the next column for your filing options.

The undersigned declares that this return, including any supporting documentation, is a correct and complete return for tax year 2019.

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature

\_\_\_\_\_  
Date

## FAQs

### Who must file a Springboro return?

All residents of Springboro, age 18 and older, must file an annual tax return to report their taxable income to the City. The most common sources of taxable income are wages, self-employment income, rental income, gambling winnings, partnership income, or profits from business operations. For a complete list of income taxable to the City, go to [www.cityofspringboro.com](http://www.cityofspringboro.com). If you have no taxable income, advise us by filing a "No Income" return.

### Can I get help completing this form?

If you'd like help preparing this form, you may schedule an appointment with one of our tax representatives, Monday through Friday, between the hours of 8:30 AM - 4:00 PM. Your appointment can be conducted in person at our office, or virtually through Zoom. To schedule an appointment, visit our website or call us at 937-748-9701.

### What documentation should I submit with the return?

Include a copy of page 1 of your Federal return and a copy of all W-2's you received from your employer(s).

### How should I file the return?

Mail your return and supporting documents to:  
**City of Springboro Income Tax Department, 320 W. Central Ave., Springboro, OH 45066.** You may also put the documents in our physical dropbox at the City building or upload them to the electronic dropbox on our website.

### When is the return due?

July 15, 2020.

### If I have a balance due, how can I pay?

There are several ways to pay a balance due:

- **By check:** Mail a check payable to the City of Springboro with your return, drop a check in a City drop box or bring your payment to the Income Tax Office, M-F, 8 AM–4:30 PM.
- **Pay by cash** in the Springboro Tax Office, M-F, 8 AM–4:30 PM.
- **Pay by credit card or E-Check** online at [www.cityofspringboro.com](http://www.cityofspringboro.com). There is no charge for this service.

### Did You...

- Provide a copy of all your W-2's?
- Provide a copy of Page 1 of your Federal return?
- Sign your return?
- Pay your balance due online or enclose a check for the balance due with this return?
- List a contact phone number if we need to reach you?