

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	<input type="text"/>
	(MINUS)
STEP 3 TOTAL	<input type="text"/>
	(MINUS)
STEP 4 TOTAL	<input type="text"/>
	(MINUS)
STEP 5 TOTAL	<input type="text"/>
	EQUALS (ENTER AMOUNT BELOW)
TOTAL:	<input type="text"/>

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 2025 tax due.

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

! **Important! Your return is due on April 30, 2025.**
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 2024.

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. 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 9:00 AM - 3:00 PM. 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 Form 1040 (or pages 1 & 2 of Federal Form 1040-SR) 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.

When is the return due?

April 30, 2025. Taxpayers who file after the due date are subject to a \$25 late-filing penalty.

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 at www.cityofspringboro.com** using credit card or E-check. (Note: There is a convenience fee 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 phone number or E-mail address on your return?

City of Springboro Income Tax