

FOR ASSISTANCE:  
CALL (937) 748-9701  
FAX (937) 748-6185  
taxdept@cityofspringboro.com  
320 W. Central Ave, Springboro, OH 45066

## 2025 SPRINGBORO INDIVIDUAL INCOME TAX RETURN

Remember to attach your W-2's, page 1 of your Federal Form 1040  
(or pages 1 & 2 of your Federal Form 1040-SR) and  
any other Federal forms referenced in these instructions!

YOUR NAME: _____			
SPOUSE'S NAME: _____			
STREET ADDRESS: _____			
CITY: _____	STATE: _____	ZIP: _____	
Are you a resident of Springboro? YES      NO			

TAXPAYER SSN \_\_\_\_\_

SPOUSE SSN \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

If you moved into or out of Springboro in 2025, list the date you moved in/out below:

MOVED IN \_\_\_\_\_ MOVED OUT \_\_\_\_\_

**To prepare your return, start by completing Worksheets A, B & C on page 2**

***Round decimals to whole numbers when entering dollar amounts on your return!***

1. Total Wage Income from Worksheet A, Column 2 ..... Number of W-2's attached \_\_\_\_\_ 1. \_\_\_\_\_
2. Total Miscellaneous Income from Worksheet B, line 3 ..... 2. \_\_\_\_\_
3. Total Business Income from Worksheet C, per worksheet instructions ..... 3. \_\_\_\_\_
4. Total Income (Add lines 1, 2 and 3) ..... 4. \_\_\_\_\_
5. Tax Liability – (Multiply line 4 by 1.5%) ..... 5. \_\_\_\_\_
- 6 A. Springboro tax withheld (Total from Worksheet A, Column 4) ..... 6 A. \_\_\_\_\_
- 6 B. Credit for other City tax paid (Worksheet A, column 7 + Worksheet B, line 4) ..... 6 B. \_\_\_\_\_
- 6 C. Estimated Tax Payments ..... 6 C. \_\_\_\_\_
- 6 D. Prior-Year Credit Carried Forward ..... 6 D. \_\_\_\_\_
- 6 E. Total Credits (Add lines 6A, 6B, 6C and 6D) ..... 6 E. \_\_\_\_\_
7. Subtract line 6E from line 5 and enter the amount here ..... 7. \_\_\_\_\_
8. If you are filing your return after 4/30/26 (or 10/31/26 with an extension) enter \$25 late fee here .... 8. \_\_\_\_\_
9. Add lines 7 and 8 and enter the total here ..... 9. \_\_\_\_\_

Is the amount on line 9 a positive number?      YES      NO

If YES, this is your 2025 balance due. *If your balance due is \$10 or less, no payment is required; otherwise, see instructions.*

If NO, the amount on line 9 is your overpayment for 2025. *If your overpayment is greater than \$10, indicate the amount of line 9 that you would like refunded or credited to next year's taxes. (No refund or credit is issued for overpayments of \$10 or less.)*

REFUNDED \_\_\_\_\_ -or- CREDITED TO 2026 \_\_\_\_\_

### SIGNATURE(S)

The undersigned declares that this return (and accompanying W-2's, schedules and statements) is a true, correct and complete return for the tax period stated and that the figures used herein are the same as used for Federal income tax purposes.

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

Date \_\_\_\_\_

**Check here if payment was made online**

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

Date \_\_\_\_\_

**If paying by check, make your remittance payable to "City of Springboro."**  
*(Please do not staple your check to this return.)*

Signature and phone number of preparer (if other than taxpayer)\* \_\_\_\_\_

Date \_\_\_\_\_

\*If this return was prepared by a tax practitioner, may we contact your practitioner directly with questions regarding the preparation of this return? YES      NO

## WORKSHEET A: W-2 INCOME

Complete the table below, separately listing the local wages and withholding reported on each W-2 you received.

**Do NOT enter Box 5 Medicare wages in Column 2 more than once for any given W-2.**

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
Locality Name (Box 20)	Medicare Wages (Box 5)	Local Wages (Box 18)	Springboro W/H (Box 19)	Other City Tax W/H (Box 19)	1.0% of Column 3	Lesser of Column 5 or 6
<b>Totals</b>						

## WORKSHEET B: MISCELLANEOUS INCOME

1. Gambling winnings --Attach copy of all W-2(G) forms and Federal Schedule 1	
2. Other income reported on the following lines of Federal Schedule 1: 8c, 8h, 8j, 8l, 8r, 8z (Attach Schedule 1)	
3. <b>Total Miscellaneous Income</b> —Add lines 1 and 2 above	<b>Enter on page 1, line 2</b>
4. If tax from another city was withheld from your gambling winnings, multiply line 1 above by 1% (0.01). Compare this amount with the amount of tax withheld from your winnings (as reported on your W-2G) and enter the lower of the two amounts here.	

## WORKSHEET C: BUSINESS INCOME (Federal Schedules C, E, F, Form 4797, Form 4835)

1. <b>Net Income/(Loss) from Self-Employment</b> as reported on line 31 of Schedule C (attach Schedule C to return)	
2. <b>Profit/(Loss) from Rents/Royalties</b> as reported on line 21 of Schedule E (attach Schedule E to return)	
3. <b>Profit/(Loss) from Partnerships <u>NOT</u> located in Springboro</b> ; attach Schedule E-2. (Do not report S-Corp income.)	
4. <b>Profit/(Loss) from Farming</b> – as reported on line 34 of Federal Schedule F or line 32 of Federal Form 4835 (attach Schedule F or Form 4835 to return)	
5. <b>Profit/(Loss) from Sale of Business Property</b> (ordinary gains/losses reported on line 10 and/or line 13 of Form 4797 (Attach Form 4797 to return)	
6. <b>Subtotal</b> (add lines 1 through 5); if line 6 is a negative number, stop here and enter \$0 on page 1, line 3 of your return	
<b>Do you have carryover losses from prior years for any of your businesses?</b>	
<ul style="list-style-type: none"> <li>• <b>IF NO:</b> Skip lines 7 and 8 below. Record the amount from line 6 (above) on page 1, line 3 of your return (Total Schedule Income from Worksheet C).</li> <li>• <b>IF YES:</b> Complete line 7 and follow the instructions for lines 8.</li> </ul>	
7. <b>Enter your carryover loss from each of the tax years noted below; total those losses and enter them on line 7.</b> 2020 (_____) + 2021 (_____) + 2022 (_____) + 2023 (_____) + 2024 (_____) =	
8. <b>Total Business Income:</b> Subtract line 7 from line 6. If the result is a positive number, enter the total here and on page 1, line 3 of your return; if the result is a negative number, enter \$0 here and on page 1, line 3.	

## **Instructions for completing your 2025 tax return (due April 30, 2026)**

**Line 1** Complete Worksheet A on page 2 of the tax form if you have W-2 income to report. Then enter the total from Worksheet A, column 2, on line 1.

**Line 2** Complete Worksheet B on page 2 of the form if you have gambling winnings or other miscellaneous income from Federal Schedule 1 to report. Then enter the total from line 3 of the worksheet on line 2 of your return.

**Line 3** Complete Worksheet C and follow the instructions to determine the amount to report on line 3 of your return.

**Line 4** Add lines 1, 2 and 3. This is the amount of income subject to Springboro tax.

**Line 5** Multiply the amount of income on line 4 by 1.5% (.015). This is your tax liability before any credit or potential penalty amounts are considered.

**Lines** 6 A Enter total Springboro tax withheld from column 4 of Worksheet A.

**6 A - 6 E** 6 B Add the total credit for the tax you paid to other cities from column 7 of Worksheet A to the amount (if any) you reported on line 4 of Worksheet B; enter the total of these two amounts on line 6B.

6 C Enter the total of any estimated tax payments you made for tax year 2025.

6 D Enter the amount of any overpayment from tax year 2024 that was credited to 2025.

6 E Add 6A, 6B, 6C and 6D. This is the total of your tax credits.

**Line 7** Subtract line 6E from line 5 and enter the result on line 7.

**Line 8** Your tax return is due 4/30/26 unless you filed for a six-month extension of time with the IRS or the City to complete your tax filing. Taxpayers who file after the due date (4/30/26 without an extension or 10/31/2026 with an extension) are subject to a \$25 late-filing penalty. If you are filing late, enter the late-filing penalty amount of \$25 on line 8 of your return. Note: If you are not subject to penalty because you filed for an extension, be sure to attach a copy of your extension form to your return.

**Line 9** Add lines 7 and 8 and enter the result on line 9.

- \* If the amount on line 9 is a positive number, this is your balance due for 2025; see below for payment options. *Note: If your balance due is \$10 or less, no payment is required.*
- \* If the amount on line 9 is a negative number, this is your overpayment for 2025. Indicate whether you would like this amount refunded to you or credited to your 2026 tax return. *Note: You will only receive a credit or refund if your overpayment is greater than \$10.*

### **Submitting Your Return/Payment**

**Sign and date your return; then use one of the following options to submit it:**

- Mail your return to City of Springboro, 320 W Central Ave, Springboro, OH 45066
- Put your return in one of our physical drop boxes at the City building, 320 W Central Ave

**If you have a balance due on your return you may:**

- Include a check payable to "City of Springboro" with your return submission (**Please do not staple the check to your return!**)
- Pay online at [www.cityofspringboro.com](http://www.cityofspringboro.com) using a debit/credit card or electronic check (Note: There is a convenience fee for this service.)
- Make a cash payment at the City's Tax Department, M-F, 8:00AM - 4:30 PM. (**Please do not mail cash or put it in a City dropbox!**)