

## HIGHLIGHTS FOR 2010 TAX FILING YEAR

**DEADLINE:** The tax filing deadline is **Monday, April 18, 2011**. No late filing penalty charge will be assessed if the return is in our office by 7:00 p.m. on Monday, April 18, in the city drop box, or postmarked on or before April 18.



**ONLINE TAX TOOL with E-FILING:** Calculate your taxes online. Beginning February 14, 2011, an online tool to help you calculate your tax return will be available at [www.imaginemason.org](http://www.imaginemason.org). You will need the account number found on your 2010 Individual Return near your name and address. Instead of a provided PIN number, please use the last 4 digits of the primary account holder's social security number. If you meet the criteria, you will be given the option of e-filing your tax return. Otherwise, please remember to print and mail the return with the appropriate attachments.

**CREDIT CHANGES:** In 2007, the Mason Tax Ordinance was revised to **phase in** full credit for taxes paid to other cities. In tax year 2010 and beyond, the maximum tax credit will be 100%. The tax rate of the city where you are employed does not change the percent of credit given.

Example: If your W-2 shows withholding for another city and Box 5 and Box 18 of your W-2 is \$36,000, then your tax is calculated as follows:

Tax Year	Mason Tax on Income Taxed by Another City (1%, or a multiplier of .01)	Tax	Credit Calculation (Tax x credit allowance)	Credit	Amount due Mason (Tax – Credit)
2010	\$36,000 x .01	\$360	\$360 x 100 %	\$360	\$0

**ESTIMATED PAYMENTS:** Please remember that 90% of your 2010 tax liability is due by January 31, 2011. Courtesy coupons **will not be mailed** in July and October of 2011. Blank vouchers are enclosed in the packet to assist you in meeting your quarterly estimated payments. Blank vouchers will also be available on-line at [www.imaginemason.org](http://www.imaginemason.org). These coupons can also be printed or paid via the online tax tool.

**ENCLOSURES:** When sending your return to the tax office, please include your W-2 (s), a copy of page one of your Federal Form 1040, and all applicable schedules (C, E, F). The Mason Tax Ordinance requires the first page of the Federal Form 1040 to ensure that all taxable income is reported to the city and that any nontaxable income is not included on the city return. Additional federal schedules may be required to support items listed on the city's return. For example, this may include Schedule E (Supplemental Income and Loss), which includes income from partnerships, S Corporations, rentals, estates and trusts, Schedule C (Profit or Loss from Business), and Form 2106 (Employee Business Expenses). Please remember to include copies of returns from other cities for credit paid to other cities, if applicable.

**TAXABLE WAGES:** The income in box 5 on the W-2 is generally the amount taxable to the City of Mason. If box 5 is blank, please consult the General Information sheet included with your City of Mason tax return or call our office at 513-229-8535.

**ROUNDING:** Please round the numbers on your tax return to whole dollar amounts. We do not collect or refund amounts under \$1.00.

**ASSISTANCE:** We are located at the customer service counter on the first floor of the Mason Municipal Center at 6000 Mason-Montgomery Road. Our phone number is 513-229-8535. **We will gladly prepare your City of Mason Income Tax Return free of charge**, Monday through Friday, 8:00 a.m. to 4:30 p.m., or during the extended hours listed below.

### MASON TAX OFFICE EXTENDED HOURS

Saturday, April 9	8:00 a.m. to noon
Thursday, April 14	8:00 a.m. to 7:00 p.m.
Friday, April 15	8:00 a.m. to 7:00 p.m.