

## HIGHLIGHTS FOR 2011 TAX FILING YEAR

**DEADLINE:** The tax filing deadline is **Tuesday, April 17, 2012**. There will be no late filing penalty assessed if the return is in our office by 7:00 p.m. on Monday, April 17, in the city drop box, e-filed, or postmarked on or before April 17, 2012.



**ONLINE TAX TOOL with E-FILING:** Calculate your taxes online. Beginning February 15, 2012, 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 the letter that you received in early January 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. Even if you used the tax tool last year, you will need to set up a new password and PIN number the first time you log in to file. You may also attach copies of your W-2 (s) and Federal Return and Schedules. 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.

**ESTIMATED PAYMENTS:** Please remember that 90% of your 2011 tax liability is due by January 31, 2012. You can make estimated payments via the online tax tool. You may also mail or make a payment at the municipal center. If needed, blank vouchers are available on-line at [www.imaginemason.org](http://www.imaginemason.org).

**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, and 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 filed with other cities to receive credit paid to or to indicate refunds issued by other cities, if applicable.

**TAXABLE WAGES:** The income in box 5 of 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. Please note, beginning in Tax Year 2012, we will not collect or refund amounts under \$3.00.

**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 14	8:00 a.m. to noon
Monday, April 16	8:00 a.m. to 7:00 p.m.