

## HIGHLIGHTS FOR 2012 TAX FILING YEAR

**DEADLINE:** The tax filing deadline is **Monday, April 15, 2013**. There will be no late filing penalty charge assessed if the return is in our office by 7:00 p.m. on **Monday, April 15**, in the City drop box, e-filed, or postmarked on or before April 15, 2013.



**ONLINE TAX TOOL with E-FILING:** Calculate your taxes online. Beginning February 15, 2013, 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 near your name and address on the letter that you received in early January and 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 activate your online tool account (setting up a new password and PIN) the first time you log in to file. You may also upload copies of your W-2(s), federal return and schedules, etc. If you meet the criteria, you will be given the option of e-filing your tax return (make sure you click the button to submit the e-filing); otherwise, please remember to print and mail the return with the appropriate attachments.

**EZ TAX FORM for W-2 ONLY INCOME with E-FILING:** The new EZ form is a PDF document you can use to fill in your 2012 tax year information, attach your W-2s and 1040 via a link and file your form electronically, or print it to forward to the Tax Office with your W-2s and 1040.

**ESTIMATED PAYMENTS:** Please remember that 90% of your 2012 tax liability is due by January 31, 2013. You can make estimated payments via the Online Tax Tool. You may also mail or make a payment at the Mason 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 Mason 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 \$3.00.

**2013 CHANGES:** Due to the passage of the charter amendment (Issue 7) in November, the tax rate in 2013 will be increased to 1.12%. This charter amendment does not affect your 2012 tax return except for the 2013 declaration section.

**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 13	8:00 a.m. to noon
Monday, April 15	8:00 a.m. to 7:00 p.m.