HIGHLIGHTS FOR 2017 TAX FILING YEAR

DEADLINE: The tax filing deadline is **Tuesday, April 17, 2018.** There will be no late filing penalty charge assessed if the return is in our office by 7:00 p.m. on **Tuesday,** April 17, in the city drop box at Mason Municipal Center, e-filed, or postmarked on or before April 17, 2018.

E-file

ONLINE TAX TOOL with E-FILING: Calculate your taxes online. Beginning February 8, 2018, an online tool to help you calculate your tax return will be available at 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 (be sure to click the button to submit the e-filing); otherwise, please remember to print and mail the return with the appropriate attachments.

EZ E-file

EZ TAX FORM for W-2 ONLY INCOME with E-FILING: The EZ form is a PDF document. Use it to fill in your 2017 tax year information, attach your W-2s and Federal Form 1040 via a link, and file your form electronically. You may also choose to print it to forward to the Tax Office with your W-2s and 1040.

ESTIMATED PAYMENTS: Please remember that 90% of your 2018 tax liability is due by January 15, 2019. You can make estimated payments via the Online Tax Tool. You may also mail or make a payment at Mason Municipal Center. If needed, blank vouchers are available online at 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. Examples 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), and Schedule A. Please remember to include copies of returns filed with other cities to receive credit for taxes paid to or to indicate refunds issued by other cities, as 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 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, refund, or carry over amounts $10 or less.

ASSISTANCE: We are located at the customer service counter on the first floor of Mason Municipal Center, 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.
Tuesday, April 17	8:00 a.m. to 7:00 p.m.

MUNICIPAL TAX LAW CHANGES TAX YEAR 2017

Notice: The State of Ohio made significant changes to the Ohio municipal income tax laws (Chapter 718 of the Ohio Revised Code) effective January 1, 2016. Please read below to learn how these changes may impact you.

Taxable Income: All income from prizes, awards, sweepstakes, and other income associated with any lottery winnings, gambling and sports winnings or other similar games of chance are taxable.

Payment and Overpayments Thresholds: Amount $10 or less do no need to be paid. Amounts $10 or less will not be carried over or refunded.

Form 2106 Expenses: Business expenses reported on Federal Form 2106 are deductible on your city return but limited to the amount deducted on your federal income tax return as shown on Federal Schedule A (2106 expense less 2% of AGI).

Penalty and Interest: Late filing penalty for failure to timely file a return is $25 per month or fraction thereof, not to exceed $150. Penalty will be imposed on all tax remaining unpaid after becoming due. The penalty rate is 15% of the amount not timely paid. Interest will be imposed on all tax remaining unpaid after becoming due. The interest rate is adjusted annually based on the federal short-term rate plus 5% and is .5% per month for calendar years 2017 and 2018.