

HIGHLIGHTS FOR 2019 TAX FILING YEAR

DEADLINE: The tax filing deadline is **Wednesday, April 15, 2020**. There will be no late filing penalty charge added if the return is in our office by 7:00 p.m. on **Wednesday**, April 15th, in the City drop box at Mason Municipal Center, e-filed, or postmarked on or before April 15, 2020.

E-file

ONLINE TAX TOOL with E-FILING: Calculate your taxes online. Beginning February 12, 2020, 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 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 after 2/12/20. 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. *Please Note: Partial year residents will not qualify to e-file.*

EZ E-file

EZ TAX FORM for W-2 ONLY INCOME with E-FILING: The EZ form is a fillable PDF document. Use it to enter your 2019 tax year information, attach your W-2(s) 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-2(s) and 1040.

ASSISTANCE: Tax Assistance is available 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 4	8:00 a.m. to noon
Tuesday, April 14	8:00 a.m. to 7:00 p.m.
Wednesday, April 15	8:00 a.m. to 7:00 p.m.

EXTENSION: If additional time is needed in order to complete an accurate return, a filing extension may be requested by submitting a copy of your federal extension or by filling out and submitting the Mason Extension Form ER on or before 4/15/20. ***Please Note: An extension of time to file is not an extension of time to pay taxes due.***

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, Federal Schedule 1, and any other applicable schedules/forms (see below*). The Mason Tax Ordinance requires the first page of the Federal 1040 and Federal Schedule 1 to ensure all taxable income is reported to the City and that any nontaxable income is not included on the City return. If applicable, additional federal schedules and other forms will be required to support items listed on the Mason return. *These include Schedule C (Profit or Loss from Business); Schedule E (Supplemental Income and Loss), which includes income from rentals, partnerships, S corporations, estates and trusts; Schedule F (Profit or Loss from Farming); Form 4797 (Sales of Business Property); 1099-MISC (Miscellaneous Income); and W-2G (Certain Gambling Winnings). Please remember to also include any (1) copies of returns filed with other cities (to receive credit for taxes paid to or to indicate refunds issued by other cities), (2) federal extension, and/or (3) part-year residency explanation.

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.

USING NET OPERATING LOSS (NOL): Beginning tax year 2017, the State of Ohio made changes to the amount of loss carry-forward that may be used on your return. Up to 100% of the allocated losses remaining from tax years 2014-2016 may still be used. The deduction of losses from tax years 2017-2018 is limited to the **smaller** of the following amounts: **(1)** 50% of the unused 2017 loss plus 50% of the 2018 loss, or **(2)** 50% of the net non-W-2 income left after any 2014-2016 losses have been applied. **Note: Losses cannot be used to offset W-2 income.**

PENALTY and INTEREST: Late filing penalty applies to returns submitted after the 4/15/20 due date (or after 10/15/20 if under extension). This penalty is \$25 per month or fraction thereof, not to exceed \$150.

Late payment penalty and interest applies to all tax remaining unpaid **after becoming due**. (90% of your 2019 tax liability is due by 1/15/20. Any remaining tax balance is due by 4/15/20 –even if a filing extension has been granted.) The late payment penalty rate is 15% of the amount not timely paid. The interest rate is adjusted annually based on the federal short-term rate plus 5% and is .583% per month for calendar year 2020.

ESTIMATED PAYMENTS: Please remember that 90% of your 2020 tax liability is due by **January 15, 2021**. 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.