

# Instructions for Form W-1121 (Individual)

## Declaration of Estimated City Income Tax

For use in preparing

# 2022

 Returns

Every taxpayer having or anticipating any taxable income not subject to withholding by their employer or who engages in any business, profession, enterprise or activity subject to the tax imposed upon net profits, shall file a declaration setting forth the estimated annual income together with an estimate of the amount of tax due thereon. The taxpayer's annual estimated tax liability shall be divided by four (4) to determine the amount of tax that should be paid quarterly on an estimated basis.

Example: If your estimated income is \$40,000.00 @ 2.5% tax rate, the tax estimate due for the year is \$1,000.00, and you pay \$250.00 in April, June, September and January for a total estimated payment of \$1,000.00.

### Filing and Paying

The declaration and 1st quarterly payment should be filed by April 15 (even if you are on Federal extension). Each declaration must show a credit and/or be accompanied by a payment of at least one-fourth (1/4) of estimated annual tax with at least a similar amount payable with each subsequent quarterly voucher. Subsequent quarterly payments 2, 3 and 4 should be filed with the appropriate payment voucher and are due on the 15<sup>th</sup> day of June; September and January.

Failure to make timely payments of estimated city taxes will result in penalty and interest assessments.

#### NOTE

*You will receive no further notification of payment due dates from this office. If you need additional payment vouchers, please visit our website at [www.whitehall-oh.us](http://www.whitehall-oh.us) and download estimated vouchers.*

### Calculation of Estimate

To be considered as filed in good faith and not subject to penalty and interest charges, your timely estimated tax must not be less than 90% of the total tax as shown on your final return (Column E). Tax withheld or estimated payments may be applied to this **90%** factor. We will also consider current year estimate payments timely made which equal or exceed 100% of the taxes as shown on your previous year's return (Column E) as a good faith estimate and not subject to penalty and interest charges for underpayment of estimated tax. **Each city is considered a separate entity in the calculation and payment of a good faith estimate (90% of tax on final return).**

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Total annual estimate tax should be calculated by multiplying total taxable income (Column D) by the appropriate tax rate and deducting in Column F tax withheld, paid by partnership on behalf of taxpayer or paid to other cities not reportable on this form. Divide this figure (Line 1) by 4 to determine quarterly installment payment. The first payment less credits from overpayment of previous year's return, if any, shall be paid with this declaration (Line 5).

Mail to: Whitehall Income Tax Division  
360 S Yearling Road  
Whitehall OH 43213

You may use Form W-1121 to file an amended declaration of estimated tax. Please mark the box at the top right portion of the form designated as "AMENDED".