

The City of Parma Heights – Auto Calc Return Instructions - 2016

Welcome to the City of Parma Heights auto calculating form for individuals. These instructions are to help guide you through this form. Please contact us if you have any difficulty using this form. We will also welcome suggestions or comments on how to improve our form for the future.

*Please Note: Some web browsers (Google Chrome, Firefox) attempt to open PDFs with their own plug-ins, which may remove interactive functionality from PDF Fill-in forms. It is strongly recommended that you download such forms by right-clicking their links, and open them with **Adobe Reader** so that they will function correctly. Broken links can be reported to taxdept@parma*

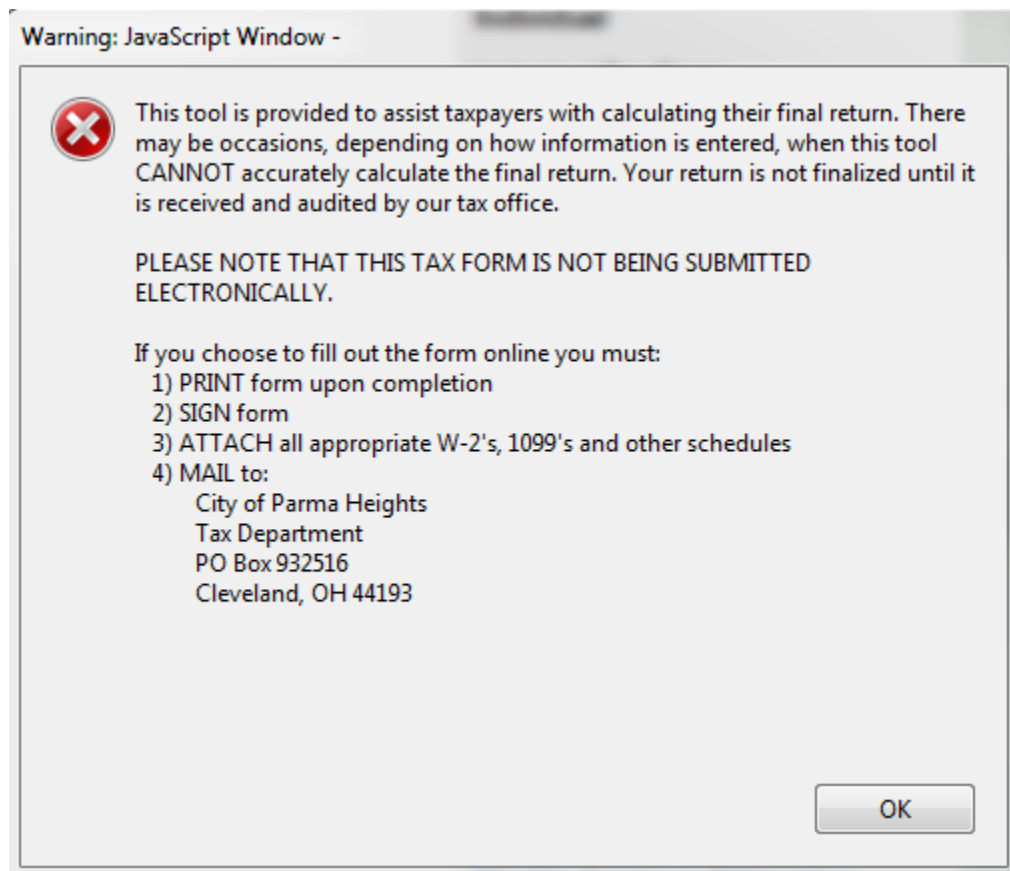
For best results, please use Internet Explorer or Safari web browsers.

A few things to remember when working through the form:

- To move from field to field – simply click the field in which you want to input the information.
- If you input incorrect data the form will alert you on how to fix the error. For example – if you enter an incorrect 'Social Security #' format the form will require you to correct it.
- The W-2 Table allows for only four W-2s to be entered. If you have more than four W-2s, you may accumulate W-2s that have tax withheld for the same municipality and enter it on one of the four lines available. Please contact the Income Tax Department if you need assistance.

Getting Started:

When you click on the auto calc form, you will not be able to initially enter data into the form. A Javascript Window like the one below will appear, click ok and the tax form will be ready for data to be entered.



Entering Data Into the Auto Calc Form:

Your first name and initial – Enter your first name and your first initial of your middle name

Last Name – Enter your last name

Social Security # - Enter your social security number

If joint return:

-Spouse's first name and initial – Enter your spouse's first name and first initial of his/her middle name

-Spouse's Last Name – Enter your spouse's last name

-Spouse's Social Security # - Enter your spouse's social security number

Home Address (number and street) – Enter your address

City, State and ZIP code – Enter your city, state, and zip code

If you moved in/out of Parma Heights

-2016 date moved in/out of Parma Heights - Enter the date you moved in/out of Parma Heights

-New address: Enter the new address that you moved to during 2016

-Previous address: Enter the previous address that you moved from during 2016

W-2 Table – For each employer W2:

- Enter month/day you were employed in the 'From' and 'To' boxes.
- Enter 'Employer/Location',
- Enter Box 5 or Box 18 wages from your W2 (whichever is greater) into Column 1a
- Enter box 19 of W2 for any tax withheld for Parma Heights into Column 1b,
- Enter taxes withheld for other municipalities into Column 1c.
- **STOP** -The Auto-calc form will automatically fill in columns 1d and columns 1e
- If multiple W2's then repeat the process above.
- This table should only be used for four W2's or less.

Line 1 – **No entry required.** Amount is calculated automatically from W2 table above

Line 2 - Enter any adjustments to wages (see individual return instructions)

Line 3 – **No entry required.** Amount calculated automatically

Line 4 – Enter amount from Column G line 16 or 15 of Schedule B Resident Business Income Worksheet if applicable

Line 5 – Enter any other taxable income (gambling, 1099s, etc.)

Line 6 – **No entry required.** Amount calculated automatically

Line 7 - **No entry required.** Amount calculated automatically

Line 8 - **No entry required.** Amount calculated automatically

Line 9 - **No entry required.** Amount calculated automatically

Line 9a – Enter amount from Column G line 21 of Schedule B Resident Business Income Worksheet if applicable

Line 10 - Enter estimated taxes paid to Parma Heights

Line 11 – Enter overpayment or tax credits from prior years

Line 12 - **No entry required.** Amount calculated automatically

Line 13 - **No entry required.** Amount calculated automatically

Line 14 - **No entry required.** For office use only.

Line 15 - **No entry required.** Amount calculated automatically

Line 16 & 17 – If an overpayment exists you will need to determine what amount you want refunded (box 17) or carried forward to 2017 (box 16). Please fill in the refund amount first (box 17) and the return will automatically fill in box 16. Note (amounts \$10.00 or less will not be refunded).

Line 18 - Enter your estimated income for 2017. The second box on line 18 will calculate automatically.

Line 19 – Enter the amount of taxes you estimate will be withheld by Parma Heights

Line 20 – Enter the amount of taxes you estimate will be withheld by other municipalities

Line 21 - **No entry required.** Amount calculated automatically

Line 22 - **No entry required.** Amount calculated automatically

Line 23 - **No entry required.** Amount calculated automatically

Line 24 - **No entry required.** Amount calculated automatically

Line 25 - **No entry required.** Amount calculated automatically. This is the amount that is due to the City of Parma Heights by April 18, 2017.

Options: The dates can be entered by using the calendar feature for your signature, your spouse's signature, and your tax preparer's signature.

To allow the City of Parma Heights to be able to contact your tax preparer regarding your return please click the small check box above your tax preparer's signature.

Your return is ready to be printed. Click on the print icon. Please attach all supporting documentation – W-2s, 1099s, and all other schedules.