

**IF YOU HAVE W2 INCOME ONLY
YOU MAY HAVE YOUR TAX RETURN COMPLETED
BY THE TAX DEPARTMENT**

Tax Forms must be mailed to the Parma Heights Tax Department before
MARCH 15th

Please provide the following information:

1. If using a blank form, print NAME, ADDRESS and SOCIAL SECURITY # in the spaced provided; otherwise, verify information printed and make changes as necessary.
2. **Provide DAY and NIGHT phone numbers**
3. If you are a PART YEAR Resident, indicate move IN and/or move OUT date.
4. If you have MOVED OUT, print clearly new address including zip code and Apt. # if applicable.
5. **Attach copies of W2's with all boxes completed (Box 1 thru Box 20).**
6. For Part Year Resident, you must indicate on each W2 the months you worked at the jobs (i.e. "All Year" or April 1 – July 15). If available, also include copies of pay stubs (Pay Period ending) closest to your move in or move out date.
7. **Estimated Income for Tax Year 2013.** If residing in Parma Heights for any part of the year, you will be required to pay quarterly estimates on that income. Complete Lines 13 through 16. If unsure of work city tax rate, indicate income and city name. The Tax Department will compute estimated tax due. Note: Your first quarter payment is due with the tax return – you will NOT receive a separate bill.
8. **Sign and Date** the Tax form and **Mail** to the Tax Department prior to **March 15th**. Note: Tax forms received after March 15th may not be completed timely and may be subject to a late paying penalty.
9. The Tax Department will send you copies of the completed tax return. **Payment is due April 15th – the Remittance Copy is your tax bill for 2012 and 1st quarter 2013.**

CITIES WITH OVER 2% TAX RATES

Akron	2.25%	Highland Hills	2.50%	Shaker Heights	2.25%
Bedford	2.25%	Macedonia	2.25%	Toledo	2.25%
Brooklyn	2.50%	Maple Heights	2.50%	Twinsburg	2.25%
Columbus	2.50%	Mogadore	2.25%	University Hts.	2.50%
Dayton	2.25%	North Randall	2.50%	Warrensville Hts.	2.60%
Euclid	2.85%	Oakwood Village	2.50%	Woodmere	2.50%
		Parma	2.50%	Youngstown	2.75%

2106 BUSINESS EXPENSE - CALCULATION FORMULA

See instructions enclosed – "Unreimbursed Employee Business Expense"

- A. 2106 Allowable Parma Hts. Business Expense is limited to Lines 1, 2 and 3 only.
Deduct any employer reimbursement (Line 7) that relate to those lines
- B. Divide above Total by Schedule A Line 24 (Total Line of this expense section) to get the percentage of the Parma Heights allowable expenses vs total expenses shown in this section
- C. Multiply Schedule A Line 27 (allowable Fed. expenses after 2% adjustment) by the above percentage to arrive at your Parma Heights allowable 2106 Deduction
- D. Enter this figure on Line 4A of the Parma Heights tax form
Be sure to deduct the taxes paid on this income on Line 7 (a2) of the tax form