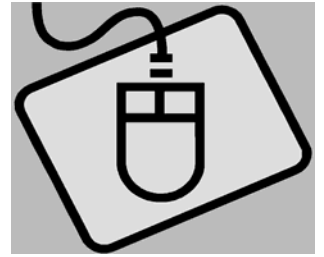


IS 2018 YOUR YEAR TO E-FILE?

The 2017 Akron Tax Return is due April 17, 2018

***Join the thousands who already E-File their
Akron City Income Tax Returns.***



> *It's Fast & Convenient*

- On-line filing takes 5 minutes or less for most Akron E-Filers.
- E-File any day of the week...any time of the day. *Open 24/7!*

> *It's Simple to Use*

- E-Filing is virtually paperless; usually nothing needs to be mailed in.
- Visit www.AkronOhio.gov/1040 and click on E-Filing.

> *It's Safe*

- Our website and E-File system has been designed for your security and ease of use.
- Your 2017 Personal Filing Code (PFC) is located in the top portion of the letter mailed to you. The PFC is your secure password that allows you to file your 2017 Akron tax return electronically. PFCs change annually.
- Our website is protected by the Entrust[®] encryption service, a global leader in internet security.

You may be eligible to E-File if:

1. We have given you a 2017 Personal Filing Code (PFC).
2. You have an active income tax account with the City of Akron.
3. Your income that is taxable to Akron was from W-2 wages or 1099-MISC; no Schedule C or Schedule E income.
4. You were an Akron resident for all of 2017.

To begin E-Filing:

1. Gather all of your 2017 W-2's and 1099-MISC's
2. Go to our website at: www.AkronOhio.gov/1040
3. Click on the E-Filing link.

No Computer? Come in and we will E-File your Akron City* tax return for you!

(*IMPORTANT NOTE: Tax assistance does not include Federal or State tax form preparation)

AKRON TAX RETURN FOR INDIVIDUALS - 2017 FORM IR INSTRUCTIONS

The Akron Income Tax Division is located at 1 Cascade Plaza – 11th Floor, Akron, Ohio 44308. 330-375-2290. Forms, instructions, tax FAQs, and a list of taxable & non-taxable income is available **on-line** at www.AkronOhio.gov/1040. If you have any questions concerning this form or other municipal income tax matters, please call 330-375-2290 for assistance.

Most individual and joint filers can E-File their Akron tax returns if their city taxable income is limited to Form W-2 and/or Form 1099-MISC (without Schedule C). Please be sure to check it out and join the growing number of Akron E-Filers.

GENERAL INSTRUCTIONS FOR FORM IR

WHO MUST FILE THIS FORM: If your only source of income is from wages, you must file Akron's Form IR, the tax return for individuals and joint filers. Also, if you file federal Form 1040 and report business income from self employment, rental or farm activity using Schedules C, E or F, you must file Form IR.

WHEN TO FILE: File no later than APRIL 17, 2018.

SIGNATURES: A tax return is not considered to be "filed" within the meaning of the law, until it is signed by the taxpayer or an agent legally authorized to sign it. Also, if the tax return is prepared by someone other than the taxpayer, this person must sign and date the return, along with the preparer's phone, address, and Social Security Number or Federal EIN.

EXEMPTION FROM FILING: If you are under the age of 18 (as of December 31, 2017) or qualify under other circumstances, you may be exempt from filing Akron Income Tax Returns. If you are retired (living solely on pension, annuities, Social Security, interest or dividends), you may also be exempt. However, subsequent earnings of taxable income voids an exemption certificate. An Exemption Certificate is enclosed with these instructions.

EXTENSIONS:

Any taxpayer that has duly requested an automatic six-month extension for filing the taxpayer's federal income tax return shall automatically receive an extension for the filing of a municipal income tax return. The extended due date of the municipal income tax return shall be the fifteenth day of the tenth month after the last day of the taxable year to which the return

relates. An extension of time to file is not an extension of the time to pay. A taxpayer that has NOT requested or received a six-month extension for filing the taxpayer's federal income tax return may request that the tax administrator grant the taxpayer a six-month extension of the date for filing the taxpayer's municipal income tax return. If the request is received by the tax administrator on or before the date the municipal income tax return is due, the tax administrator shall grant the taxpayer's requested extension. Even if you are unable to pay your taxes owed when they are due, you should file your return timely to avoid Failure-to-file charges of \$25.00 to \$150.00.

2018 DECLARATION OF ESTIMATED INCOME TAX:

Quarterly Estimated Tax payments for Tax Year 2018 may be required to be paid to avoid penalty and interest charges.

Note: The Income Tax rate increased from 2.25% to 2.50% effective January 1, 2018 for Akron, and the four Akron Joint Economic Development Districts (JEDDs).

Due dates for calendar year-end individuals are:

Tax Form	% Due	Due Date
D-1 (Voucher 1)	25%	April 15, 2018
AQ-1 (Voucher 2)	50%	June 15, 2018
AQ-1 (Voucher 3)	75%	September 15, 2018
AQ-1 (Voucher 4)	100%	January 15, 2019

If the amount payable as estimated taxes is at least two hundred dollars, payments must be at least 100% of the prior year tax liability or at least 90% of the current year tax liability to avoid penalty and interest charges. **If you did not receive the Estimated Income Tax forms, you can download them from our web site. Please call 330-375-2290 if you need additional information regarding this requirement.**

INSTRUCTIONS FOR COMPLETING FORM IR

1. Our records indicate that you will need to file Akron's Form IR (for individuals) this year. A pre-printed Form IR is included for this purpose. Please review all pre-printed information and make corrections or additions as needed.
2. If you were mailed a 2017 Akron Tax Return letter, due April 17, 2018, with your Account Number and a PFC, it means that you may be eligible to E-File your Akron tax return this year. The PFC is your Personal Filing Code. You can join the thousands of Akron residents who enjoy this simple method of filing. Please see the accompanying information and instructions, or go to www.AkronOhio.gov/1040 and click on E-Filing.
3. Those anticipating a city tax refund this tax year must check the box marked REFUND and also mark the return envelope appropriately. Note: The result on Line 18 must indicate that a refund is due.
4. To file an amended return, be sure to check the box marked AMENDED.
5. If you have moved into or out of Akron in 2017, mark the appropriate box and enter the date of your move. You may need to pro-rate your income and taxes withheld for a partial year filing. Call if you need assistance.
6. If you had self-employment or rental income, check the appropriate box in the section labeled Individual's Business Activity.
7. If your mailing address is other than Akron or if you use a post office box, enter your Akron street address or location of Akron business activity in the box provided.
8. When using the services of a tax preparer, our office may need to discuss your tax matters with him or her. **IF YOU WISH TO GRANT SUCH PERMISSION, check the box on the right-hand side, near the bottom of page 1.**

**2017 EXEMPTION CERTIFICATE
Income Tax Division
1 Cascade Plaza – 11th Floor
Akron, Ohio 44308**

Name and Address (Please print or type)

If you believe that you are not subject to the City Income Tax for 2017, please complete this form and return it to our office by April 17, 2018.

Subsequent earnings of taxable income voids an exemption certificate.

Akron City Tax Account Number

Taxpayer Social Security Number

Spouse's Social Security Number

Daytime Phone Number

I BELIEVE THAT I AM NOT REQUIRED TO FILE A 2017 AKRON INCOME TAX RETURN BECAUSE:

- I moved from Akron before January 1, 2017 (Move Date _____) I was on total & permanent disability (Date Disabled _____)
 I am a retiree receiving ONLY pension, Social Security, interest and/or dividend income (Date retired _____) I had no taxable income in all of 2017.
 I was a member of the U.S. Armed Forces for the entire year (does not include Civilians employed by the military or National Guard) with no Taxable Income. Explain _____

Under penalties of perjury, I declare that the information supplied above is true, correct, and complete.

Taxpayer Signature

Date

Joint Exemption Requires Spouse's Signature

DETACH HERE

LINE INSTRUCTIONS FOR FORM IR

If your only source of income is from WAGES, complete WORKSHEET A on Page 2, and the lines in **bold type** on Page 1. If you have schedule income, be sure to complete all required worksheets before continuing with line entries on Page 1.

- Line 1. Enter W-2 & 1099-MISC income from WORKSHEET A- Box 1 (the total from Column 1).**
- Line 2. If you filed Form 2106 on your federal return for unreimbursed employee business expenses, you maybe entitled to a similar deduction on your Akron return. See WORKSHEET E instructions for more details.**
- Line 3. Subtract Line 2 from Line 1 to arrive at your adjusted wage income figure.**
- Line 4. (Business income only) If the number appearing on WORKSHEET B, Line 5 is greater than zero enter that number here.
- Line 5. (Business income only) The allowable loss carried forward from prior years can offset only business income on Form IR. The figure on Page 1, Line 5 cannot exceed the amount reported on Page 1, Line 4. Be sure to complete WORKSHEET F when arriving at a net loss figure. A business loss cannot be used to offset wage or non-business income.
- Line 6. Subtract Line 5 from Line 4 to arrive at your adjusted Business/Rental income. This number must be zero or greater.
- Line 7. Add Lines 3 and 6 to find your adjusted net income.**
- Line 8. Multiply Line 7 by .0225 to calculate your Akron Income Tax for 2017.**
- Line 9. Enter the number appearing on WORKSHEET A- Box 2 (the total from Column 2). These are the Akron taxes withheld by your employer.**
- Line 10. Enter the amount from WORKSHEET A - Box 3 to show the taxes withheld or paid to other cities or JEDDs. To receive credit for taxes that you paid directly to another city, you must attach a copy of your tax return that you filed with that city.**
- Line 11. Add Lines 9 and 10 for your Total City Credits.**
- Line 12. If you made estimated tax payments toward your Akron taxes for tax year 2017, enter this amount here. Do not include any payments made for prior tax years or for penalty and interest payments you may have been required to make.**
- Line 13. If you had an Akron city income tax credit from last year, enter that amount on this line.**
- Line 14. Total Credits. Add Lines 11, 12 & 13 and enter the result here. These are your Total Tax Credits for tax year 2017.**
- Line 15. Subtract Line 14 from Line 8. If there is a Balance Due, enter it here and if greater than \$10.00, send in your payment by check or money order, or complete and return the VISA/ MASTERCARD authorization voucher found on Page 4. Make checks payable to City of Akron, Ohio. Mail payments to Income Tax Division, 1 Cascade Plaza – 11th Floor, Akron, OH 44308. No payment is required if the balance due is \$10.00 or less.**
- Line 16. If Line 14 is greater than Line 8, you have an overpayment. Enter the difference here.**
- Line 17. Enter the amount that you would like to have credited to your Akron tax account for 2018.**
- Line 18. If you wish to have the overpayment refunded to you and it is greater than \$10.00, enter the amount here, and check the REFUND box on Form IR. (Important note: Amounts of \$10.00 or less will not be refunded per State Law.)**

You may also wish to consider contributing part of your refund or credit to the Equipment Funds for the Akron Police, Fire & EMS, or Parks & Recreation. To do so, simply check the appropriate box and indicate the amount of your donation. If reducing refund by donations, no refund check will be issued for \$10.00 or less.

