

Make payable and mail to:  
**ROSEVILLE INCOME TAX**  
 107 N. MAIN STREET  
 ROSEVILLE, OH 43777  
 (740) 697-7323 Mon-Fri 8A-4P

**2023**  
**ROSEVILLE**  
**INCOME TAX RETURN**  
**YOUR RETURN MUST BE POSTMARKED ON OR BEFORE**  
**APRIL 15, 2024 FILING IS REQUIRED EVEN IF NO TAX IS DUE**

**TAX OFFICE USE ONLY**

PLEASE VERIFY CORRECT NAME AND ADDRESS ARE SHOWN BELOW:

PLEASE ENTER:

PARTIAL YEAR RESIDENT:

If you received a label in the mail, please affix the label here.

ACCOUNT #: \_\_\_\_\_

SOCIAL SECURITY NUMBER(S): \_\_\_\_\_

DATE MOVED IN: \_\_\_\_/\_\_\_\_/\_\_\_\_

DATE MOVED OUT: \_\_\_\_/\_\_\_\_/\_\_\_\_

PROVIDE PREVIOUS ADDRESS:  
 \_\_\_\_\_  
 \_\_\_\_\_

TAXPAYER'S PHONE NUMBER: \_\_\_\_\_

**TAXABLE: \_\_\_\_\_ %**

		TAXPAYER USE	TAX OFFICE USE ONLY	
<b>TAX INCOME</b>	<b>ATTACH W2S, 1099S, FEDERAL 1040 &amp; SCHEDULES TO INCOME TAX FORM</b>			
	1	Enter qualifying wages & compensation (usually box 5 on your W2 - see instructions on reverse)	1 \$ -	1 _____
	2	Miscellaneous income (tips not already included in wages, 1099s not reported on Federal Sch, etc)	2 \$ -	2 _____
	3	Business/Rental income (attach copies of applicable Federal Schedules) enter business loss as zero	3 \$ -	3 _____
	4	Items Not Taxable	4 \$ -	4 _____
	5	<b>TOTAL INCOME SUBJECT TO TAX (add lines 1, 2 and 3)</b>	<b>INCOME 5 \$ -</b>	<b>5 _____</b>
6	ROSEVILLE TAX: 1% (multiply line 5 by 0.01)	<b>TAX 6 \$ -</b>	<b>6 _____</b>	

<b>TAX CREDITS</b>	<b>ATTACH W2S AND/OR OTHER CITY RETURNS TO SUBSTANTIATE CREDIT REPORTED</b>			
	7	Roseville tax withheld per W2(s)	7 \$ -	7 _____
	8	2023 Declaration Paid	8 \$ -	8 _____
	9	Credit carryover (credit carried forward & not refunded)	9 \$ -	9 _____
	10	<b>TOTAL CREDIT (add lines 7, 8, 9)</b>	<b>CREDIT 10 \$ -</b>	<b>10 _____</b>

<b>BALANCE DUE, REFUND OR CREDIT</b>	11	TAX DUE/OVERPAYMENT ( line 10 minus line 6)	11 \$ -	11 _____
	12A	A. Penalty: (fraction of a month counts as whole month)	12A \$ -	12A _____
	12B	B. Interest: x number of months late (fraction of a month counts as whole month)	12B \$ -	12B _____
	12C	C. Late Filing Fee: 30 days or more = \$25	12C \$ -	12C _____
	12D	D. TOTAL PENALTY, INTEREST AND LATE FEE (add lines 12A, 12B and 12C)	12D \$ -	12D _____
13	<b>TOTAL DUE/OVERPAYMENT (add lines 11 and 12D ) If \$10.00 or less enter zero</b>	<b>13 \$ -</b>	<b>13 _____</b>	
		A. Carryover to 2024/apply to prior balance \$ _____	B. Refund \$ _____	

<b>2024 DECLARATION OF ESTIMATED TAX</b>	<b>DECLARATION NOT REQUIRED IF 100% OF YOUR ROSEVILLE TAX IS PAYROLL DEDUCTED BY YOUR EMPLOYER</b>			
	14	Roseville Estimated 2024 Taxable Liability (Must be at least 90% of 2023's Taxable liability to avoid penalty for underestimating)	14 \$ -	14 _____
	15	Credits: Roseville Village Tax to be Withheld	15 \$ -	15 _____
	16	Estimated Annual Amount Due (Line 14 Minus Line15) IF LESS THAN \$200.00, NO QUARTERLY PAYMENTS DUE)	16 \$ -	16 _____
	17	QUARTERLY-PAYMENT AMOUNT (Line 16 divided by 4)	17 \$ -	17 _____
	18	2023 Overpayment Credited to 2024 (Amount from Line 13 (A) Above)	18 \$ -	18 _____
	19	AMOUNT DUE Toward 2024 Declaration (Line 17 Minus Line 18)	19 \$ -	19 _____

<b>TOTAL DUE</b>	20	<b>TOTAL PAYMENT DUE (LINE 13 if amount is due PLUS LINE 19)</b>	<b>TOTAL PAYMENT DUE 20 \$ -</b>	<b>20 _____</b>
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I certify that I have examined this return, including accompanying W2s, schedules and statements, and to the best of my knowledge and belief, it is true, correct and complete. If prepared by a person other than the taxpayer, this declaration is based on all information of which preparer has any knowledge. Mailing income tax returns without payment, proper documentation, and/or signature does not constitute a filing.

**X** \_\_\_\_\_  
 SIGNATURE OF TAXPAYER DATE

\_\_\_\_\_  
 SIGNATURE OF PREPARER, IF OTHER THAN TAXPAYER DATE

**X** \_\_\_\_\_  
 SIGNATURE OF TAXPAYER DATE

( ) - \_\_\_\_\_  
 TAX PREPARER'S PHONE NUMBER

IF YOUR RETURN WAS PREPARED BY A TAX PREPARER, MAY WE CONTACT HIM/HER IF WE HAVE QUESTIONS?  YES  NO

**GENERAL FILING INFORMATION**

**ROSEVILLE TAX OFFICE LOCATION:** 107 N. MAIN ST.  
ROSEVILLE, OH 43777.

**ROSEVILLE INCOME TAX RATE:** 1%

**DEADLINE TO FILE** your 2023 Roseville Income Tax Return without penalty, interest or late fee is 4:00 P.M. on April 15, 2024. Returns received by the tax office after this date or postmarked by the Postal Service after this date will be considered late and will be subject to penalty, interest and late fee.

**EXTENSION REQUESTS:** If you wish to apply for an extension to file your return, a copy of your Federal Extension must be filed with the Roseville Income Tax Office no later than 4:00 P.M. on April 15, 2024. A Federal Extension does not automatically extend your Roseville tax return. Payment of tax owed for 2023 and the filing of the 2024 Declaration of Estimated Tax with the first quarter payment are still due by April 15, 2024.

**TAX PREPARATION:** The Roseville Income Tax Office provides free preparation of your Roseville Income Tax Return on a first-come, first-serve basis, Monday through Friday, 8:00AM to 4:00PM.

**SCHOOL DISTRICT TAX:** N/A

**REMITTANCE:** Make check or money order payable to *Roseville Income Tax*. Balances less than \$10.00 need not be paid, but the return must still be filed by April 15, 2024. Payments must be received or postmarked by April 15, 2024 to avoid penalty, interest and late fees.

**STUDENT FILING REQUIREMENTS:** If you turned 18 years of age during 2023 and your legal domicile (residency) is in Roseville, you are required to file an annual tax return even if no tax is due. College students maintaining Roseville as their legal domicile (residency) are subject to all Roseville Tax regulations. If you used an address inside the corporation limits of Roseville to file your Federal and State tax returns, you are considered a resident of Roseville.

**MANDATORY REGISTRATION AND FILING:** Roseville residents, age 18 and older, are required to register with the Tax Office to establish a tax account within 30 days of residency or turning age 18. Residents must file an annual Roseville tax return, even if no tax is due, unless an exemption is filed. Partial year residents are required to file a return on the portion of income earned while a resident of Roseville.

**JOINT FILING:** A husband and wife may elect to file joint tax returns regardless of how the Federal or State Tax Return is filed.

**NON-RESIDENTS:** A non-resident does not have to file a tax return and report taxable income to Roseville if the tax was fully withheld by the employer. Non-residents file and report business activity income including rental income even if a net loss is realized.

**FOR A LIST OF EXEMPT INCOME SEE ORDINANCE # 2015-51, 2022-39, & 2022-54.**

**LINE BY LINE INSTRUCTIONS:** Verify that your name and address are correct on the tax form. Fill in your social security number(s) and phone number. If you were a partial year resident, fill in the date you moved in or out of Roseville and provide your previous address.

**TO PAY WITH CREDIT CARD PLEASE COMPLETE INFORMATION BELOW**

Card Type:  VISA  MASTERCARD  DISCOVER  AM EXP

CARD NUMBER: \_\_\_\_\_

DIGIT CSV \_\_\_\_\_ EXP DATE: \_\_\_\_/\_\_\_\_

PAYMENT AMT: \$ \_\_\_\_\_

Name on Card: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**LINE 1** Enter the total qualifying wages (usually W2 box 5 Medicare wages and tips-highest amount on W2). Contributions to deferred compensation plans (such as 401(k) are taxable. See ORC 718.03

**LINE 2** If applicable, enter miscellaneous income such as tips not included in wages and 1099 income not included on your Federal Schedule.

**LINE 3** If applicable, enter business income reported on Federal Schedule C or rental income reported on Federal Schedule E. Losses must be entered as zero. Attach copies of Federal Schedules to tax return.

**LINE 4** Enter items not taxable

**LINE 5** Add lines 1,2,and 3

**LINE 6** Multiply line 5 by 1% (0.01).

**LINE 7** Enter the amount of Roseville tax withheld as shown on your W2s in box 19 . DO NOT include School District Tax withheld.

**LINE 8** Enter declaration tax payments paid for 2023 using exact dollars and cents paid. Contact Tax Office for total if you are unsure.

**LINE 9** Enter prior year credit carryover that was not refunded or applied to prior year debt, using exact dollars and cents.

**LINE 10** Add lines 7, 8 and 9.

**LINE 11** If line 6 is greater than 10, subtract line 10 from line 6.  
If line 10 is greater than 6, subtract line 6 from line 10.

**LINE 12** Calculate penalty, interest and late fee as follows:

A. PENALTY: Calculated by Income Tax Administrator.

B. INTEREST: (fraction of a month counts as whole month)

C. LATE FEE: 30 days or more =\$25.00

D. Add lines 12A, 12B and 12C.

**LINE 13** Add lines 11 and 12D.

**LINE 13A** Overpayment of \$10.00 or less will not be refunded or carried forward. Indicate distribution of overpayment. Overpayment will first be applied to outstanding prior balance before being refunded or carried forward.

**LINE 14** Estimate the amount you expect to appear on Line 6 of the 2024 Roseville Return. Without an acceptable explanation, this amount must be at least 90% of Roseville's Taxable Income for 2023.

**LINE 15** Estimate the amount of your liability you expect to be met through withholding.

**LINE 16** Line 14 minus Line 15. If this amount is less than \$200.00, no quarterly payments are required and you do not need to complete Lines 17, 18 and 19; Enter 0.

**LINE 17** Line 16 divided by 4

**LINE 18** The amount (if any) from Line 13A

**LINE 19** Line 17 minus Line 18. If Line 17 exceeds Line 18, payment must be with the filing of the declaration. If Line 18 exceeds Line 17, no payment is required at this time, Enter 0.

**LINE 20** Line 13 plus Line 19