

# Income Tax Return For Individuals With W-2 Income Only

Form **IR-EZ** City of Englewood, Income Tax Division  
333 W. National Rd., Englewood, OH 45322  
937-836-5106 tax@englewood.oh.us

## Tax Year

Residency Status:  
 Resident  
 Non-Resident  
 Partial Year— Complete  
**PART E Section 3**

Check the appropriate box if:  
 AMENDED For Tax Year \_\_\_\_\_  
 PAYMENT ENCLOSED  
 REFUND (An amount must be placed on Line 8B for this return to be considered a valid refund request)

Primary's First Name and Middle \_\_\_\_\_ Last Name \_\_\_\_\_ Primary's Social Security Number \_\_\_\_\_

Filing Status:  
 Single  
 Married Filing Jointly  
 Married Filing Separately

Account Number: \_\_\_\_\_

If Joint, Spouse's First Name and Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_ Spouse's Social Security Number \_\_\_\_\_

Permission to Contact You Via Email? Y \_\_\_\_\_ N \_\_\_\_\_

Email Address \_\_\_\_\_  
Daytime Phone Number \_\_\_\_\_

Home Address (number and street) \_\_\_\_\_ City, State and Zip Code \_\_\_\_\_

Staple W-2(s) and the front page of the 1040 to the back of this page

<b>PART A TAX CALCULATION</b>		Column A	Column B	Column C	Column D	Column E	Column F	
List each Employer Separately EMPLOYER		Box 5 or 18 from the W2 (whichever amount is higher)	Wages (W2 Income)	Tax Rate	(B) times 1.75% Tax Due	Englewood Tax Withheld	Limited to 1.75% Other City Tax Credit	(C) less (D) and (E) Balance Due
				1.75%				
				1.75%				
				1.75%				
				1.75%				
<b>1 TOTAL TAX DUE FROM W2 INCOME</b>		Total Wages		Total Tax Due	Total Englewood Withheld	Total Other City Credit	1	
2 LESS CREDITS FOR ESTIMATED TAX PAYMENTS AND OVERPAYMENT FROM PRIOR YEAR RETURN ONLY					2			
3 BALANCE DUE (Line 1 less Line 2) (If line 2 is greater than Line 1, enter amount here and carry to Line 6)						3		
4 PENALTY \$ _____ INTEREST \$ _____ LATE CHARGE \$ _____						4		
5 TOTAL AMOUNT DUE (add Lines 3 and 4) If amount due is \$10 or less no payment is required						5		
6 OVERPAYMENT CLAIMED (if Line 2 exceeds Line 1)					6			
A Enter the amount from Line 6 you want CREDITED to your next year tax estimate				6A				
B Enter the amount from Line 6 you want REFUNDED (must be greater than \$10.00)					6B			

<b>PART B DECLARATION OF ESTIMATED CITY INCOME TAX - If you owe more than \$200 on line 5 you must complete this section</b>			
7 TOTAL ESTIMATED INCOME FROM WAGES AND OTHER INCOME		7	
8 TOTAL TAX DUE (Line 7 times 1.75% tax rate) (if under \$200, there is no need to proceed)		8	
9 CREDIT FOR TAXES PAID TO OTHER CITIES or ENGLEWOOD or ON THE ACCOUNT (Limited to 1.75% of taxed income per activity)		9	
10 TOTAL AMOUNT OF DECLARATION FOR TAX YEAR (Line 8 less Line 9)		10	
11 QUARTERLY PAYMENTS DUE (Line 10 divided by 4)		11	

<b>PART C GRAND TOTAL AMOUNT DUE</b>			
12 ENTER AMOUNT FROM LINE 5		12	
13 ENTER AMOUNT FROM LINE 11		13	
<b>14 TOTAL AMOUNT DUE WITH RETURN</b> (Total of Line 12 and Line 13) If balance due is \$10 or under no payment is required		14	

<b>PART D SIGNATURES</b>	
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The undersigned declares that this return (and accompanying schedules) is a true, correct and complete return for the taxable period stated and that the figures used herein are the same as used for Federal income tax purposes, adjusted to the ordinance requirements for local tax purposes, and if an audit of the Federal return is made which affects the tax liability shown on the return an amended return is required to be filed within three months.

<b>Sign Here</b> If a joint return both must sign	Primary's Signature	Date
	Spouse's Signature	Date

Scan the QR code below  
to make a payment.



<b>Preparer's Use Only</b>	Preparer's Signature	Phone Number
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<b>Third Party Designee</b>	Do you want to allow another person to discuss this matter with the City of Englewood? (see instructions)	<input type="checkbox"/> YES Complete the following	<input type="checkbox"/> NO
		Phone Number	

# Instructions for Form IR-EZ

## Individual Return W2 ONLY

For use in preparing EZ Returns

These instructions are applicable to the City of Englewood. If you have any questions about completing any of our forms and/or need tax forms, please call (937)836-5106. All forms and instructions are also available on-line at [www.englewood.oh.us](http://www.englewood.oh.us).

### Can I use Form IR-EZ?

You can use Form IR-EZ if you had W2 ONLY income taxable to the city.

### When and where do I file?

This return must be filed on or before the fifteenth day of the fourth month following the close of the tax year. For calendar year taxpayers, this means the return is due April 15<sup>th</sup> unless the IRS or the State of Ohio changes the filing date.

An extension of time until October 15th to file will be granted provided an extension request has been filed with the Englewood Income Tax Department by the original due date of the return. A copy of your Federal extension will also be accepted.

Mail to: Englewood Income Tax Department  
333 W National Rd  
Englewood, Ohio 45322

### What if I file or pay late?

The City of Englewood imposes penalties and interest on taxes remaining unpaid after April 15<sup>th</sup> and on estimated taxes that were underpaid. Thus, if you are unable to pay the full amount of tax owed, you should still file your return along with payment of as much as possible.

The late filing charge of \$25.00 per month with a maximum charge of \$150 per return for all returns filed after the due date for tax years 2016 -2022, as of the 2023 tax return all late filing fees are \$25.00 per return.

### PART A: TAX CALCULATION

Column A - Indicate your employer(s). Attach an additional page if more space is needed.

Column B - Indicate city W2 wages from each employer.

Column C – Column B times 1.75%.

Column D – City of Englewood local taxes withheld in Box 19 of the W2 only. (Must say Englewood in box 20 of the W-2.)

Column E – Credit for taxes paid to other cities is limited to 1.75% of wages taxed for each city on the W2.

Column F – Column C less Column D less Column E. (Column F can only show overpayment/negative amount if Column D exceeds Column C. Column E can not exceed Column C.)

Line 1 – Total of Column F.

Line 2 – Enter all declaration payments made during the current tax year and any overpayment carried forward from the prior year.

Line 3 – Line 1 less Line 2 (If Line 2 is greater than Line 1, enter amount here and carry to Line 6).

Line 4 – Enter penalty, interest and late filing fees here.

Line 5 – Add Line 3 and Line 4 (No payment is due if balance is \$10 or less).

Line 6 – If Line 2 exceeds Line 1 enter the excess here.

Line 6A – Enter the amount of Line 6 you want credited to your next year tax estimate. No carryover is credited due to rounding.

Line 6B – Enter the amount of Line 6 you want refunded (no refund for amounts \$10 or less).

### PART B: DECLARATION OF ESTIMATED CITY INCOME TAX

- Taxpayers (resident or nonresident) who anticipate owing city tax more than \$200 must complete this section of this form.
- The declaration should be filed with the tax return by April 15th.
- Your first quarter payment should be submitted with the declaration.
- No extensions of time to file or pay will be granted.
- Your second, third and fourth payments are due on June 15, September 15 and January 15, respectively. Payment coupons can be found on our website.
- We will also consider your estimated taxes as filed in good faith if timely payments equal or exceed 100% of the tax shown on your prior year return.
- Failure to make timely declaration tax payments may result in penalty and interest assessments.

Line 7 – Total estimated wages for the upcoming year.

Line 8 – Line 7 times 1.75%.

Line 9 – Credits that will be allowed for taxes paid to other cities limited to 1.75%.

Line 10 – Line 8 less Line 9.

Line 11 – Line 10 divided by 4 quarters.

### PART C: GRAND TOTAL OF AMOUNT DUE

Line 12 – Total from Line 5

Line 13 – Total from Line 11.

Line 14 – Total of Line 12 and Line 13.

### PART D: SIGNATURES

#### Sign and Date Your Return

Form IR-EZ is not considered a complete return unless you sign it and attach all W-2 statements. If you are filing a joint return, your spouse must also sign.

If you wish the City of Englewood to communicate with you about questions or adjustments to your return using a secured email system, check yes beneath your email address near the top of the form.

**Paid Preparers Must Sign Your Return.** Anyone you pay to prepare your return must sign and date it in the space provided, and provide their Paid Preparer Tax Identification Number (PTIN).

#### Third Party Designee

If you want to allow a friend, family member, or any other person you choose to discuss your tax return with the City of Englewood, check the "YES" box in the "Third Party Designee" area of your return. Enter the designee's name and phone number.

If you want to allow the paid preparer who signed your return to discuss it with the City of Englewood, just enter "Preparer" in the space for the designee's name. You do not have to provide the other information requested.

If you check the "YES" box, you and your spouse, if filing a joint return, are authorizing the City of Englewood to call the designee to answer any questions that may arise during the processing of your return. You are also authorizing the designee to:

- Provide the City of Englewood any information that is missing from your return
- Communicate with the City of Englewood about the processing of your return or the status of your refund or payment(s)
- Receive copies of notices or transcripts related to your return