City of Bedford
E-File Municipal Tax Presentation

Simple Return step by step Instructions !
Welcome everyone to this Online Demonstration of preparing a City of Bedford Tax Return.

You can go to https://Mitstaxonline.com/bedford to get to the e-file system. You can also access the system through the city website at www.Bedfordoh.gov.

Top of the page should say Bedford E-File at top of page.
  You must be in MITS System to use this E-file system
  You must use your Social security number or if MFJ the husbands SS#
After January 15th of every year, you'll need to obtain a personal identification number or PIN through the e-file system

First click on "Don't have a pin."
  Choose the button next to "I am an individual who wants to file my tax return"
  Enter SSN without dashes (you can click on eye symbol to see what you entered)
  Enter a PIN. Your PIN should be memorable to you, but hard for others to guess. It must be between 4 and 10 characters long, must include at least 1 letter and at least 1 number. The PIN is CASE SENSITIVE. Don't forget to write your PIN down. You may need it again to get back into the system at a later time this year.
  Enter the numeric portion of your street address.
  Click Set My PIN. A notification stating your pin has been set will appear. You are now ready to log in.

To log in, your SSN should be already entered.
  Enter the PIN you just set
  Scroll down the page. Under the E-File agreement, click the box next to the statement, "I have read, understand, and accept the conditions shown above under "E-File Agreement." You cannot log in without clicking this box.
  Click the Login button (which looks like a pad lock).

The next screen will say "Welcome to Bedford e-file!" At the top of the page there will be 5 different colored tabs: Introduction, Income, Summary, Final Return and Logout (YOUR NAME)
Under the tabs the red horizontal bar says Introduction, Taxpayer info, forms, and request extension. Under the "Welcome to Bedford e-file!" is a message that says,
  "Please be advised that this website is limited to accepting tax returns with the following criteria:

- W-2, 1099-Misc, W-2G, Schedules C, E and K-1.
- If more than one city is listed on a W-2, one of those cities must be Bedford.
- If you lived in Bedford for only part of the year, you may use this utility to complete your tax return SO LONG AS you do not have any losses to file.
- A taxpayer using e-File to prepare their Bedford tax return is requested to submit all supporting documents along with the signed printed copy of their tax return to the Bedford Tax office.
- As a reminder, the Bedford tax rate is 3% and our credit is 100% up to 2.25%."

Click the green and yellow continue button.

This brings us to the Tax payer info section.
  Please review the information on the page. If correct, click the continue button.
  We will assume there are no changes and you are a whole year resident. Click the green and yellow continue button.

This brings us to Residency and Forms page.
  We will assume you have one W-2, you work in one City that is not Bedford. Click the checkbox next to W-2. Click the green and yellow continue button.
  A pop up screen stating that your forms selections has been saved. Click ok.
The next screen is in the Income tab. The W-2 form is the form listed since this is what you selected.
  To add your W-2, click Add a New W-2 form. You will now add your W-2 Form information.
    Fill in the yellow areas exactly as shown on your W-2. The largest earnings number (normally Medicare, box 5) should be the amount in the city taxes, box 18.
      For How many cities are listed for Locality Name (Box 20)? Click the button next to 1.
      Enter Withholding Local Income Tax (19)
      Click save to save this W-2.

This will bring you back to the W-2s Forms page. If you had more than one W-2, click Add a New W-2 form. In this case, you have no other W-2s. Click the green and yellow continue button.

The next screen will be Apply Losses. You have no losses to apply. W-2 employees will not have any losses. Click the green and yellow continue button.

This brings you to the summary tab, Summary of Forms page. Please carefully review the information below and check for accuracy. Click the green and yellow continue button.

The next screen is the Estimated Taxes screen. On this screen you will enter your estimated tax amount for the next tax year. State law requires estimates to be paid when the amount is $200 or more. It will pre-populate with the suggested estimate. You would only change this if your income changed or is changing. If you change the pre-populated estimate, click save estimate. Click the green and yellow continue button.

The next screen is the Overpayment of Taxes screen. You have no overpayment. Click the green and yellow continue button.

The next screen is the Overview screen. Please read this screen carefully. Remember that your filing is not complete until you hit the Finalize Button on the next screen. Additionally, you MUST MAIL YOUR PRINTED FORM along with your W-2's and/or schedules to the tax office at the address shown on the tax form. Mail to Bedford Tax Department, 165 Center Rd., Bedford, OH 44146. Click the green and yellow continue button.

The next screen is the Final Return Screen. You completed return will show up in pdf format. If you are satisfied with your return, click Finalize. Once you Finalize, you will not be able to go back and change anything on your return. Once finalized, print your return and mail to the Bedford Tax Department.

You cannot go back and change figures if you finalize return!