

2025 ESTIMATED DECLARATION VOUCHER

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FEIN/SSN

Quarterly Amount Enclosed \$ _____

- ☐ 1st Quarter, Due April 15
- ☐ 2nd Quarter, Due June 15
- ☐ 3rd Quarter, Due September 15
- ☐ 4th Quarter, Due January 15 (Individual)
- ☐ 4th Quarter, Due December 15 (Business)

Account Number _____

Taxpayer Name _____

Spouse Name _____

Address _____

City _____ State _____ Zip Code _____

**MAKE CHECK OR MONEY ORDER PAYABLE TO:
CITY OF KETTERING**

**OR VISIT OUR WEBSITE FOR CREDIT CARD, DEBIT CARD
AND ELECTRONIC CHECK PAYMENT OPTIONS**

Instructions for Filing Estimated Declaration Vouchers

Individual taxpayers who expect to receive taxable income, which is not subject to withholding at a rate equal to or greater than 2.25%, are required to make quarterly estimated tax payments when their tax liability is \$200.00 or more. Taxpayers must have 90% of their current year tax liability or 100% of their previous year's tax liability paid through quarterly estimated tax payments and withholding (if applicable) by January 15 each year.

Business entities (corporations, partnerships, trusts, etc.) conducting activities or producing income within the City of Kettering are required to make quarterly estimated tax payments when their tax liability is \$200.00 or more. Taxpayers must have 90% of their current year tax liability or 100% of their previous year's tax liability paid through quarterly estimated tax payments by December 15. Fiscal year taxpayers should substitute corresponding dates.

Calculating Estimated Tax (please note amounts are rounded to the nearest dollar):

- STEP 1:** Total Estimated Income Subject to Income Tax \$ _____
- STEP 2:** Multiply by the City of Kettering Income Tax rate of 2.25% (.0225).
 Subtotal: Estimated Tax Due \$ _____
- STEP 3:** Subtract any estimated credits that may apply. (e.g. Kettering withholding, credit for tax paid to other cities (limited to 2.25%), or overpayment from prior year)
 Subtotal: Net Estimated Tax Due (_____) \$ _____
- STEP 4:** Multiply result by 22.5% (.225) to determine the amount of estimated tax due each quarter. \$ _____

*Please note that if your estimated income subject to tax changes during the year, your estimate requirement may also change. Please contact our office at 937-296-2502 if you would like additional assistance in calculating your quarterly estimated tax payments.