## 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 round 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.*