



# 2021 ESTIMATED DECLARATION VOUCHER

P.O. Box 639409 • Cincinnati, OH 45263-9409  
Phone: (937) 296-2502 • Fax: (937) 296-3242  
www.ketteringoh.org • ketteringtax@ketteringoh.org

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.