

# Troy Tax Facts

## TAX SEASON UPDATES

City of Troy  
Income Tax Division  
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### Questions?

On individual taxpayers, any member of our staff can assist. With more specific questions, please ask for:

JoAnn Oak  
Refund Specialist

Cindy Weaver  
Withholding Specialist

Vivian House  
Business Specialist

Sheri Walker  
New Account Specialist

Michelle Jordan  
Fiscal Supervisor

Find us on the web at  
[www.troyohio.gov](http://www.troyohio.gov)

The new tax season is here! To assist you with preparing your client's returns, we have posted all of our forms on our website in a more organized manner. Please visit our website at [www.troyohio.gov](http://www.troyohio.gov), click on the "department" link, then click the "income tax" link, and choose "City of Troy Tax Forms". On this page, you will find forms organized by withholding, business and individual categories. This is the first year that we have had a separate business income tax return. We hope that this makes both the individual and business forms less complex.

Also new for this year is the creation of personalized URL sites for business and withholding taxpayers. All businesses and withholding taxpayers have received a mailer with instructions on how to go to their own personalized site to retrieve their forms. The landing page for this site will ask for an e-mail address and the taxpayer's password. Please be sure to use an e-mail address for your client. We will be uploading these to our tax system. Also, please be sure that your client completes the very short three-question survey. These

questions will assist us in determining the type of technology to pursue for future tax years.

Once you arrive at the tax forms portion of the personalized URL, you will see that the forms are pre-populated with the taxpayer's account number, name and address. Your clients should bring these mailers to you so that you can quickly retrieve these forms for your use. If your client does not have their mailer, you may contact us for the site and password information. (If you need forms quickly, you can use the forms on our website.) The business form on the personalized URL site is more than just a fill-in form—it will do mathematical calculations on most lines. Two places where you will need to directly enter information are on the estimated tax section and if your client has an overpayment and would prefer a refund (the form is preset to carry an overpayment forward for use on the next tax year). This is just the beginning of bringing technology and tax preparation a few steps closer together!

As a reminder, we will not be mailing quarterly estimated

tax voucher payment reminders to your clients. Our new Individual Income Tax Return package has all vouchers included. For businesses, the personalized URL site has all necessary quarterly estimated tax vouchers as well. Again, you can also find all quarterly vouchers on our website.

As promised, we have added more information to the website to assist you, the tax preparer! When you go to the Income Tax Department page, you will find a section at the bottom called "Tax Preparer's Links". Underneath this heading you will find additional information such as our taxable/nontaxable and deductible/nondeductible worksheet, and worksheets for calculating the reportable other income from schedules for your clients. We will continue to add more information to this link to assist you in the preparation of City of Troy tax returns. Please visit this site often, as new items will appear throughout the tax season. If you know of something we can add that will make the preparation of these returns easier for you, please let us know!