

CITY OF MANSFIELD  
INCOME TAX DIVISION  
P.O. BOX 577  
MANSFIELD, OHIO 44901  
TELEPHONE (419) 755-9711  
FAX (419) 755-9751

INCOME TAX RETURN  
YEAR 2023  
FILE BY APRIL 15, 2024  
**ATTACH FEDERAL EXTENSION IF  
FILED AFTER APRIL 15TH**

**INDIVIDUAL**

Pay by phone 419-755-9711 option 2  
Pay online: [www.ci.mansfield.oh.us](http://www.ci.mansfield.oh.us)  
Drop off box: 1<sup>st</sup> floor and Court  
Entrance

Name \_\_\_\_\_ Primary Soc Sec # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_  
Name \_\_\_\_\_ Spouse Soc Sec # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

PARTIAL YEAR RESIDENT: DATE MOVED INTO MANSFIELD \_\_\_\_/\_\_\_\_/\_\_\_\_ DATE MOVED OUT OF MANSFIELD \_\_\_\_/\_\_\_\_/\_\_\_\_  
DID YOU FILE A CITY RETURN LAST YEAR? Yes \_\_\_\_\_ No \_\_\_\_\_  
SHOULD YOUR ACCOUNT BE INACTIVATED? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes explain \_\_\_\_\_

FILING STATUS: \_\_\_\_\_ INDIVIDUAL/MARRIED FILING SEPARATELY  
\_\_\_\_\_ JOINT - BOTH SIGNATURES REQUIRED  
NON-FILING STATUS: NO TAXABLE INCOME \_\_\_\_\_  
UNDER 18 - **ATTACH PROOF OF BIRTHDATE**  
RETIRED-DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

CALCULATE TAXABLE INCOME	1. TOTAL W-2 WAGES (FROM WORKSHEET A) (Important: Attach all W-2's & W-2Gs and 1040, 1040A or 1040EZ) .....	\$ _____
	2. OTHER INCOME (FROM WORKSHEET B) .....	\$ _____
	3. TOTAL INCOME (ADD LINES 1 AND 2) .....	\$ _____
	4. ADJUSTEMENT (FROM WORKSHEET C) .....	\$ _____
	5. SUBTRACT LINE 4 FROM LINE 3 .....	\$ _____
	6. PRIOR YEAR(S) CARRYOVER LOSS (SEE INSTRUCTIONS).....	\$ _____
	7. MANSFIELD TAXABLE INCOME (SUBTRACT LINE 6 FROM LINE 5) .....	\$ _____
	8. MANSFIELD INCOME TAX (MULTIPLY LINE 7 BY .02) .....	\$ _____
CALCULATE TOTAL TAX CREDITS	9. CREDITS: A. MANSFIELD INCOME TAX WITHHELD BY EMPLOYERS.....	\$ _____
	B. ESTIMATED TAX PAYMENTS AND/OR PRIOR YEAR CREDITS.....	\$ _____
	C. RESIDENTS ONLY INCOME TAXES PAID TO OTHER CITIES (SEE INSTRUCTIONS-Limit 1%)	\$ _____
	D. TOTAL CREDITS (ADD LINES 9A THROUGH 9C) .....	\$ _____
	10. TAX DUE (SUBTRACT LINE 9D FROM LINE 8) If \$10.00 or less enter zero.....	\$ _____
	11. LATE FILING FEE (SEE INSTRUCTIONS) .....	\$ _____
	12. LATE PAYMENT PENALTY (SEE INSTRUCTIONS TO CALCULATE) IF PAID AFTER DUE DATE .....	\$ _____
	13. INTEREST (PLEASE SEE INSTRUCTIONS TO CALCULATE) IF PAID AFTER DUE DATE .....	\$ _____
	14. TOTAL DUE (ADD LINES 10, 11, 12 and 13).....	\$ _____
OVERPAYMENT	15. OVERPAYMENT CLAIMED: TO BE REFUNDED \$ _____ CREDITED TO NEXT YEAR \$ _____	

**DECLARATION OF ESTIMATED MANSFIELD, OHIO CITY INCOME TAX FOR 2024**

16. Total income subject to tax \$ _____ multiply by 2.00% (2024 tax rate) .....	\$ _____
17. Estimated credits (tax withheld, paid by partnerships, paid to other cities, line 15 prior year credit) .....	\$ _____
18. Net Tax Due (line 16 less Line 17) .....	\$ _____
19. First installment of declaration (Multiply line 18 by at least 22.5%) .....	\$ _____
20. Less overpayment from line 15 above: (\$.....) = Balance due with return .....	\$ _____

21. **TOTAL AMOUNT DUE (ADD Lines 14 and 20) .....** **PAY THIS AMOUNT** \$ \_\_\_\_\_

IF THIS RETURN WAS PREPARED BY A TAX PRACTITIONER, CHECK HERE IF WE MAY CONTACT HIM/HER DIRECTLY WITH QUESTIONS REGARDING THE PREPARATION OF THIS RETURN.

The undersigned declares that this return (and accompanying schedules) is a true, correct and complete return for the taxable period stated and that the figures used herein are the same as used for Federal income tax purposes. The return must be signed and dated. **JOINT RETURNS REQUIRE BOTH SIGNATURES**

SIGNATURE OF TAXPAYER (PRIMARY) \_\_\_\_\_ DATE \_\_\_\_\_ SIGNATURE OF PREPARER, IF OTHER THAN TAXPAYER \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF TAXPAYER (SPOUSE) \_\_\_\_\_ DATE \_\_\_\_\_ EMPLOYER AND ADDRESS OF PREPARER \_\_\_\_\_ PHONE # \_\_\_\_\_

**WORKSHEET A – SALARIES AND WAGES (W2 INCOME)**

Column 1 Employer, City, State	Column 2 Income From Each W-2	Column 3 Mansfield Tax Withheld	Column 4 Other City Tax Withheld
A.			
B.			
C.			
D.			
<b>Totals</b>			

**WORKSHEET B – OTHER INCOME**

1. **Schedule C** (Income found on your federal schedule C)

(A) Business Name	(B) Business Address	(C) Net Profit/ (Loss)	(D) Allocation Percentage	(C times D) Amount Subject to Tax
A.				
B.				

**TOTAL (1)** \$ \_\_\_\_\_

2. **Schedule E** – Income From Rentals (Income found on your federal schedule E)

**TOTAL (2)** \$ \_\_\_\_\_

3. **Schedule O** – Other Income Not Included in Schedules C or E (Income from Partnerships, Estates, Trusts, S-Corp, Tips, 1099'S, etc.)

Received from Name/ID#	For (Description and/or Location)	Amount
A.		
B.		

**TOTAL (3)** \$ \_\_\_\_\_

**TOTAL OTHER INCOME** (ADD LINES 1 – 3) ENTER HERE AND ON LINE 2 (ON FRONT)

**TOTAL** \$ \_\_\_\_\_

**NOTE:** The net loss from an unincorporated business activity may not be used to offset salaries, wages, commissions or other compensation (W-2 statement). However, if a taxpayer is engaged in two or more taxable business activities to be included on the same return, the net loss of one unincorporated business activity may be used to offset the profits of another for purposes of arriving at overall net profits. **(Line 5 (on front) cannot be less than zero, if you have W-2 income).**

**WORKSHEET C – ADJUSTMENTS TO INCOME** (Part year residents, credits for taxpayers 65 and older, income not subject to tax, etc. See instructions for detail)

Explanation	Deductions
Net Adjustment (enter on Line 4 on front)	\$ _____

**ATTACHMENTS REQUIRED WITH ALL RETURNS: W-2'S AND FEDERAL 1040**

**IMPORTANT:** It is **mandatory** to file a declaration of estimated taxes and make estimated payments if you expect to owe \$200.00 or more in taxes, also please read instructions on who must file and what is taxable or non-taxable income.