

INSTRUCTIONS FOR CITY OF BIG RAPIDS DECLARATION OF ESTIMATED INCOME TAX

1. WHO MUST MAKE A DECLARATION

- A. Individuals and Unincorporated Businesses must file a declaration and make estimated payments if annual liability is over **\$100.00**.
- B. Corporations must file a declaration and make estimated payments if annual liability is over **\$250.00**.
- C. Partnerships must file a declaration and make estimated payments **only** if the partnership is the only income that is subject to Big Rapids Tax and they do not wish to carry the income over to an individual return.

2. WHEN AND WHERE TO FILE DECLARATION AND PAY TAX

- A. Calendar Year - The declaration must be filed on or before April 30th of the new tax year.
- B. Fiscal Year - The declaration must be filed four months after the beginning of the fiscal year.
- C. Filing - Treasurer's Office
226 North Michigan Avenue
Big Rapids, MI 49307
- D. Payment - Must be paid in full with the declaration or in four equal installments on or before April 30, June 30, September 30, January 30, or on or before the fourth, sixth, ninth and thirteenth month after the beginning of the fiscal year.

3. PENALTIES AND INTEREST

If the total amount of tax withheld or paid by declaration is less than seventy percent (70%) of the final tax due or less than 70% of the previous tax year, interest will be charged at the rate of .0001164 per day and penalty will be charged at the rate of 1% per month, not exceeding 25% of the tax due or a combined minimum of \$2.00.

THE FILING OF A DECLARATION OF ESTIMATED TAX DOES NOT EXCUSE THE TAXPAYER FROM FILING AN ANNUAL RETURN EVEN THOUGH THERE IS NO CHANGE IN THE DECLARED TAX LIABILITY.

| | DATE | PAYMENT RECORD TAX PAID | CHECK NO. | | | |
|-----|-------|-------------------------|-----------|--|----|----|
| 1ST | | | | 1. Taxable Income Expected in 2010 | \$ | 00 |
| 2ND | | | | 2. Exemptions (\$600 for Each Exemption) | \$ | 00 |
| 3RD | | | | 3. Estimated Big Rapids Taxable Income (Line 1 Less Line 2) | \$ | 00 |
| 4TH | | | | 4. Estimated Big Rapids Income (Non-resident individuals enter 1/2% of Line 3; all other taxpayers enter 1% of Line 3) .. | \$ | 00 |
| | | | | 5. Big Rapids Income Tax to be withheld or Other Credit Expected in 2010 | \$ | 00 |
| | | | | 6. Estimated Tax: (Line 4 Less Line 5) | \$ | 00 |
| | TOTAL | | | | | |

BR 1120ES
or
BR 1040ES
CITY OF BIG RAPIDS

Income Tax Division
CITY OF BIG RAPIDS
Estimated Tax Declaration - Voucher
For the Year 2010

VOUCHER 4
4th Quarter
(Calendar Year - Due Jan. 30, 2011)

To be used for making declaration and payment

| |
|--|
| Employee Federal I.D. # or Social Security # |
| Name |
| Address |
| City, State, Zip Code |

Estimated Tax \$ _____

Amount of this payment \$ _____

Return this voucher with check or money order payable to:
"City of Big Rapids" and mail to
Treasurer's Office, 226 N. Michigan, Big Rapids, Michigan 49307

SIGN HERE

BR 1120ES
or
BR 1040ES
CITY OF BIG RAPIDS

Income Tax Division
CITY OF BIG RAPIDS
Estimated Tax Declaration - Voucher
For the Year 2010

VOUCHER 3
3rd Quarter
(Calendar Year - Due Sept. 30, 2010)

To be used for making declaration and payment

| |
|--|
| Employee Federal I.D. # or Social Security # |
| Name |
| Address |
| City, State, Zip Code |

Estimated Tax \$ _____

Amount of this payment \$ _____

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SIGN HERE

BR 1120ES
or
BR 1040ES
CITY OF BIG RAPIDS

Income Tax Division
CITY OF BIG RAPIDS
Estimated Tax Declaration - Voucher
For the Year 2010

VOUCHER 2
2nd Quarter
(Calendar Year - Due June 30, 2010)

To be used for making declaration and payment

| |
|--|
| Employee Federal I.D. # or Social Security # |
| Name |
| Address |
| City, State, Zip Code |

Estimated Tax \$ _____

Amount of this payment \$ _____

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SIGN HERE

BR 1120ES
or
BR 1040ES
CITY OF BIG RAPIDS

Income Tax Division
CITY OF BIG RAPIDS
Estimated Tax Declaration - Voucher
For the Year 2010

VOUCHER 1
1st Quarter
(Calendar Year - Due April 30, 2010)

To be used for making declaration and payment

| |
|--|
| Employee Federal I.D. # or Social Security # |
| Name |
| Address |
| City, State, Zip Code |

Estimated Tax \$ _____

Amount of this payment \$ _____

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