

# 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. A partnership electing to pay the tax on behalf of its partners must make estimated income tax payments. Payments are not required if the annual liability is **\$100.00** or less. If the partnership elects to pay the tax on behalf of the partners, a partner is not required to make estimated payments as an individual unless the partner has other income on which the annual liability is expected to exceed **\$100.00**.

## 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 tax year.
- B. Fiscal Year - The declaration must be filed within four (4) months after the beginning of the fiscal year.
- C. Filing – The declaration must be filed with the: **City of Big Rapids  
Income Tax Processing Center  
PO Box 536  
Eaton Rapids, MI 48827-0536**
- D. Payment – The estimated payment must be paid in full with the declaration or in four (4) equal installments on or before **April 30, June 30, September 30, January 31**, or on or before the fourth, sixth, ninth and thirteenth month after the beginning of the taxable 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 tax due for the current or previous year, penalty and interest will be charged.

**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.**

<b>ESTIMATED TAX COMPUTATION WORKSHEET</b>	
1. Estimated 2018 income subject to tax or 2017 income subject to tax	1. \$
2. Exemption allowance (\$600 for each exemption)	2. \$
3. Taxable Income (Subtract Line 2 from Line 1)	3. \$
4. Estimated Big Rapids Tax: <b>Residents</b> - Multiply Line 3 by 1% (.01) <b>Non-Residents</b> - Multiply Line 3 by ½% (.005)	4. \$
5. Tax expected to be withheld from earnings	5. \$
6. All estimated credits	6. \$
7. Total expected withholding & estimated credits (Add Lines 5 and 6)	7. \$
8. Estimated Tax Due (Subtract Line 7 from Line 4) If Line 8 is \$100.00 or less, you are not required to make estimated tax payments	8. \$
9. Estimated Payment Due (Divide amount on Line 8 by 4)	9. \$

<b>2018 First Quarter</b>	Due Date: <b>04/30/2018</b>	<b>City of Big Rapids Estimated Tax Declaration Voucher 1</b>	<b>2018</b> <input type="checkbox"/> BR-1040ES <input type="checkbox"/> BR-1120ES
SSN or FEIN:		Estimated Tax:     \$ _____	Amount of this Payment:     \$ _____
Name(s):			
Address:			
City, State, Zip:			
Make checks payable to "City of Big Rapids" and mail with this declaration to:		Sign Here: _____	
<b>City of Big Rapids Income Tax Processing Center PO Box 536 Eaton Rapids, MI 48827-0536</b>			

<b>2018 Second Quarter</b>	Due Date: <b>06/30/2018</b>	<b>City of Big Rapids Estimated Tax Declaration Voucher 2</b>	<b>2018</b> <input type="checkbox"/> BR-1040ES <input type="checkbox"/> BR-1120ES
SSN or FEIN:		Estimated Tax:     \$ _____	Amount of this Payment:     \$ _____
Name(s):			
Address:			
City, State, Zip:			
Make checks payable to "City of Big Rapids" and mail with this declaration to:		Sign Here: _____	
<b>City of Big Rapids Income Tax Processing Center PO Box 536 Eaton Rapids, MI 48827-0536</b>			

<b>2018 Third Quarter</b>	Due Date: <b>09/30/2018</b>	<b>City of Big Rapids Estimated Tax Declaration Voucher 3</b>	<b>2018</b> <input type="checkbox"/> BR-1040ES <input type="checkbox"/> BR-1120ES
SSN or FEIN:		Estimated Tax:     \$ _____	Amount of this Payment:     \$ _____
Name(s):			
Address:			
City, State, Zip:			
Make checks payable to "City of Big Rapids" and mail with this declaration to:		Sign Here: _____	
<b>City of Big Rapids Income Tax Processing Center PO Box 536 Eaton Rapids, MI 48827-0536</b>			

<b>2018 Fourth Quarter</b>	Due Date: <b>01/30/2019</b>	<b>City of Big Rapids Estimated Tax Declaration Voucher 4</b>	<b>2018</b> <input type="checkbox"/> BR-1040ES <input type="checkbox"/> BR-1120ES
SSN or FEIN:		Estimated Tax:     \$ _____	Amount of this Payment:     \$ _____
Name(s):			
Address:			
City, State, Zip:			
Make checks payable to "City of Big Rapids" and mail with this declaration to:		Sign Here: _____	
<b>City of Big Rapids Income Tax Processing Center PO Box 536 Eaton Rapids, MI 48827-0536</b>			