



CITY OF DUBLIN, OHIO
Division of Taxation
P.O. Box 9062
Dublin, Ohio 43017-0962
Telephone (614) 410-4460
Toll Free (888) 490-8154
Fax (614) 923-5520

GENERAL INSTRUCTIONS FOR CORPORATIONS, PARTNERSHIPS, FIDUCIARIES, ESTATES AND TRUSTS 2009

Additional Forms Available at
www.dublintonline.com

1. **WHEN AND WHERE TO FILE RETURNS:** TAXPAYERS WHO END THEIR TAX YEAR ON DECEMBER 31 MUST FILE ON OR BEFORE APRIL 15 OF THE FOLLOWING YEAR. TAXPAYERS ON A FISCAL OR PARTIAL YEAR BASIS MUST FILE WITHIN 105 DAYS FOLLOWING THE END OF SUCH PERIOD.

IF THE FILING DEADLINE CANNOT BE MET, A COPY OF THE FEDERAL REQUEST FOR EXTENSION MUST BE FILED BY THE DUE DATE OF THE RETURN. AN EXTENSION REQUEST IS AN EXTENSION OF TIME TO FILE, IT IS NOT AN EXTENSION OF TIME TO PAY. PAYMENT OF ANY ESTIMATED TAX DUE SHOULD ACCOMPANY THE EXTENSION REQUEST. IF NO REQUEST FOR EXTENSION IS FILED, A LATE PENALTY UP TO ONE HUNDRED DOLLARS (\$100.00) CAN BE ASSESSED. ALSO SEE ESTIMATED TAX PAYMENTS BELOW.
 2. **TAXABLE INCOME:** DUBLIN INCOME TAX IS LEVIED AT THE RATE OF 2.0% (.02) ON THE FOLLOWING:
 - A. NET PROFITS EARNED OF ALL CORPORATIONS DERIVED FROM WORK DONE OR SERVICES PERFORMED OR RENDERED AND OTHER BUSINESS ACTIVITIES CONDUCTED IN THE CITY OF DUBLIN. S-CORPORATION INCOME IS NOT TAXABLE AT THE INDIVIDUAL LEVEL. S-CORPORATIONS DOING BUSINESS WITHIN DUBLIN MUST FILE THIS FORM.
 - B. NET PROFITS ATTRIBUTABLE TO DUBLIN EARNINGS OF NON-RESIDENT UNINCORPORATED BUSINESSES, PROFESSIONS, OR OTHER ACTIVITIES, DERIVED FROM WORK DONE OR SERVICES PERFORMED OR RENDERED AND BUSINESS OR OTHER ACTIVITIES CONDUCTED IN THE CITY OF DUBLIN. PARTNERSHIPS, SEE LINE 12 BELOW. SOLE PROPRIETORSHIPS, FILE AN INDIVIDUAL RETURN RATHER THAN THIS FORM.
 - C. THE FOLLOWING SHOULD BE REPORTED ON THE DUBLIN INDIVIDUAL INCOME TAX RETURN:
 - 1.) NET PROFITS ATTRIBUTABLE TO EARNED DUBLIN INCOME OF ALL RESIDENT UNINCORPORATED BUSINESS PROFESSIONS AND OTHER ACTIVITIES DERIVED FROM WORK DONE OR SERVICES PERFORMED AND BUSINESS OR OTHER ACTIVITIES IN THE CITY OF DUBLIN.
 - 2.) THAT PORTION OF THE DISTRIBUTIVE SHARE OF THE NET PROFIT EARNED OF A RESIDENT INDIVIDUAL, PARTNER, OR OWNER OF A RESIDENT UNINCORPORATED BUSINESS ENTITY ATTRIBUTABLE TO DUBLIN AND NOT LEVIED AGAINST SUCH UNINCORPORATED BUSINESS ENTITY.
 - 3.) THAT PORTION OF THE DISTRIBUTIVE SHARE OF THE NET PROFITS EARNED OF A RESIDENT INDIVIDUAL, PARTNER, OR OWNER OF A NON-RESIDENT UNINCORPORATED BUSINESS ENTITY NOT ATTRIBUTABLE TO DUBLIN AND NOT LEVIED AGAINST SUCH UNINCORPORATED BUSINESS ENTITY.
 3. **NET PROFIT:** NET PROFIT IS THE INCOME FROM THE OPERATION OF A BUSINESS, PROFESSION OR ENTERPRISE AND FROM THE USE OF PROPERTY, AFTER THE PROVISION FOR ALL ORDINARY AND NECESSARY EXPENSES, EITHER PAID OR ACCRUED, IN ACCORDANCE WITH THE ACCOUNTING SYSTEM USED BY THE TAXPAYER FOR FEDERAL INCOME TAX PURPOSES, ADJUSTED TO THE REQUIREMENTS OF THE DUBLIN INCOME TAX ORDINANCE. NOTE THAT CITY, FEDERAL OR STATE TAXES BASED ON INCOME ARE NOT DEDUCTIBLE IN DETERMINING NET PROFIT.
 4. **ALLOCATION OF PROFITS:** THE BUSINESS ALLOCATION PERCENTAGE FORMULA IS TO BE USED BY CORPORATIONS OR NON-RESIDENT BUSINESS ENTITIES DOING BUSINESS WITHIN AND OUTSIDE OF DUBLIN.

DETERMINE THE RATIO OF THE DUBLIN PORTION OF:
 - A. ORIGINAL VALUE OF REAL AND TANGIBLE PROPERTY INCLUDING: BUILDINGS AND OTHER DEPRECIABLE ASSETS.
 - B. TOTAL SALES, REGARDLESS OF WHERE MADE.
 - C. TOTAL COMPENSATION PAID TO ALL EMPLOYEES.
- ADD RATIOS AND DIVIDE BY THE NUMBER OF RATIOS TO OBTAIN BUSINESS ALLOCATION PERCENTAGE. A RATIO SHALL NOT BE EXCLUDED FROM THE COMPUTATION BECAUSE IT IS ALLOCABLE ENTIRELY WITHIN OR OUTSIDE DUBLIN. THIS COMPUTATION IS TO BE REPORTED IN SCHEDULE Y.
5. **OPERATING LOSSES:** ALTHOUGH FEDERAL LAWS PERMIT THE TAXPAYER TO CARRY FORWARD AND CARRY BACK CERTAIN OPERATING LOSSES, SUCH LOSSES MAY NOT BE CARRIED FORWARD OR BACKWARD UNDER THE PROVISIONS OF THE CITY INCOME TAX ORDINANCE.
 6. **UNINCORPORATED BUSINESS ACTIVITY:** THE NET LOSS OF AN UNINCORPORATED BUSINESS ACTIVITY MAY BE USED TO OFFSET OTHER UNINCORPORATED BUSINESS INCOME IN DUBLIN ONLY IF IT MEETS ONE OF THE TWO FOLLOWING CONDITIONS: 1) THE UNINCORPORATED BUSINESS ACTIVITY MUST BE LOCATED IN DUBLIN OR 2) THE UNINCORPORATED BUSINESS ACTIVITY MUST BE LOCATED IN A MUNICIPALITY THAT DOES NOT HAVE A LOCAL INCOME TAX.
 7. **PAYMENTS:** PAYMENTS OF LESS THAN ONE DOLLAR AND ONE CENT (\$1.01) OF NET TAX DUE ARE NOT REQUIRED, NOR WILL REFUNDS OF LIKE AMOUNT BE MADE.
 8. **ESTIMATED TAX PAYMENTS:** ANY ENTITY ANTICIPATING DUBLIN TAX LIABILITY OF \$100.00 OR GREATER SHALL FILE AND PAY ESTIMATED TAX PAYMENTS. **FOR CALENDAR YEAR TAXPAYERS** SUCH PAYMENTS ARE DUE EITHER IN FULL BY APRIL 15TH OR ONE-QUARTER DUE ON EACH OF APRIL 15TH, JULY 15TH, OCTOBER 15TH, AND DECEMBER 15TH. **FOR FISCAL YEAR TAXPAYERS,** THE DECLARATION AND FIRST PAYMENT ARE DUE NO LATER THAN 105 DAYS AFTER THE CLOSE OF THE FISCAL YEAR WITH THE SECOND QUARTERLY PAYMENT DUE 60 DAYS LATER, THE THIRD QUARTERLY PAYMENT DUE 90 DAYS AFTER THE SECOND PAYMENT, AND THE FOURTH QUARTERLY PAYMENT DUE 105 DAYS AFTER THE THIRD PAYMENT. THE DECLARATION OF ESTIMATED TAX AND FIRST PAYMENT ARE TO BE MADE WITH THIS TAX FORM. A DECLARATION AND PAYMENTS WHICH ARE LESS THAN 90% OF THE TAX SHOWN ON THE FINAL RETURN OR 100% OF THE PREVIOUS YEAR'S TAX SHALL NOT BE CONSIDERED IN GOOD FAITH THE DIFFERENCE SHALL BE SUBJECT TO PENALTY AND INTEREST CHARGES AS PROVIDED BY ORDINANCE.
 9. **UNDERPAYMENT/NON-PAYMENT OF ESTIMATED TAX** – 10% PENALTY IS ASSESSED ON THE DIFFERENCE BETWEEN 100% OF THE PREVIOUS YEAR'S TAX OR 90% OF THE CURRENT YEAR'S TAX AND INTEREST IS ASSESSED AT 18% (1.5% PER MONTH OR FRACTION THEREOF). INTEREST WILL START TO ACCRUE BEGINNING WITH THE MONTH AFTER THE 4TH PAYMENT IS DUE AND CONTINUING THROUGH THE MONTH THE RETURN IS FILED AND TAX PAID.
 10. **LATE FILING/LATE PAYMENT PENALTY** SHALL BE IMPOSED AT THE RATE OF 10% AS PROVIDED BY ORDINANCE. FAILURE TO FILE A TIMELY TAX RETURN MAY RESULT IN A MAXIMUM PENALTY OF \$100 PER YEAR. INTEREST IS IMPOSED AT 18% (1.5% PER YEAR OR FRACTION THEREOF) AS PROVIDED BY ORDINANCE.
 11. **AFFILIATED LOSSES:** AFFILIATED CORPORATIONS MAY NOT DEDUCT A LOSS FROM ANY OTHER CORPORATION HAVING A TAXABLE PROFIT AND OPERATIONS OF ANY AFFILIATED CORPORATION HAVING A LOSS MAY NOT BE TAKEN INTO CONSIDERATION IN COMPUTING NET PROFITS OR BUSINESS ALLOCATION PERCENTAGE FORMULA.
 12. **AMENDED RETURNS:** TO FILE AN AMENDED RETURN, COMPLETE A NEW TAX FORM WITH THE CORRECT INFORMATION. INDICATE IN RED INK ACROSS THE TOP OF THE FORM "AMENDED RETURN."
 13. **PARTNERSHIPS:** PARTNERSHIPS MAY PAY ANY TAX DUE AND ELIMINATE THE FILING REQUIREMENT FOR EACH NON-RESIDENT PARTNER. IF THE PARTNERSHIP FILES AN INFORMATION RETURN ONLY, THE PARTNERS WILL BE REQUIRED TO FILE ON THEIR DISTRIBUTIVE SHARE.
 14. **DISCLAIMER:** DEFINITIONS AND INSTRUCTIONS ARE ILLUSTRATIVE ONLY. THE TAX ORDINANCE SUPERSEDES ANY INTERPRETATION PRESENTED.

INSTRUCTIONS FOR COMPLETION OF THE BUSINESS TAX RETURN

If this return is for a period other than the calendar year, insert the beginning and ending date of the period. Enter your name and account number. Your account number is the same as your Federal identification number.

Line 1:	Enter amount of taxable income from your Federal form. In the case of a taxpayer that is not a C corporation, Adjusted Federal Taxable Income should be computed using the Adjusted Federal Taxable Income Worksheet located at www.dublintax.com under 2009 Income Tax Forms. ATTACH COPIES OF ALL APPLICABLE FEDERAL FORMS.
Line 2:	Adjustments: Combine the items "not deductible" and the items "not taxable" from Schedule X on the reverse. Items not taxable must be included in income to be deductible.
Line 3:	Taxable income to Dublin before allocation. Subtract or add Line 2, as applicable from Line 1 to determine taxable income.
Line 4:	Allocation percentage: from Schedule Y. Used to determine the percentage of income generated within and/or outside of Dublin. (See Line 4 under General Instructions on next page.)
Line 5:	Dublin Taxable Income: Line 3 multiplied by Line 4.
Line 6:	Dublin income tax: Multiply Line 5 by 2.0% (.02) to determine the amount of Dublin Income Tax.
Line 7:	Total estimated payments remitted for current year.
Line 8:	Enter amount of previous year's credits carried forward.
Line 9:	Other Credits. (Explain)
Line 10:	Total of Lines 7, 8 and 9.
Line 11:	Total tax due after credits. Subtract Line 10 from Line 6.
Line 12A:	Add 10% penalty, if applicable. See General Instructions, Line 9 or 10.
Line 12B:	Add 1.5% interest, per month, if applicable. See General Instructions, Line 9 or 10.
Line 13:	Total due. Pay this amount and any estimated tax amount on Line 21, if applicable.
Line 14:	Indicate amount of overpayment if Line 10 is greater than Line 6.
Line 15, 16:	Indicate disposition of overpayment.

Instructions for Declaration of Estimated Tax:

Line 17:	Enter estimated amount of income subject to tax.
Line 18:	Multiply Line 17 by 2.0% (.02).
Line 19:	Enter at least 25% of Line 18.
Line 20:	Enter amount of overpayment from above.
Line 21:	Subtract Line 20 from Line 19.
Line 22:	Add amounts on Lines 13 and 21. Make check payable to City of Dublin and mail to P.O. Box 9062, Dublin, Ohio 43017-0962.

Instructions for Schedule X

This schedule is used to adjust your Federal net income to your Dublin taxable income. The left column is for items deductible on the Federal return, but not deductible under the Dublin ordinance. The right column is for items taxable on the Federal return, but not taxable by Dublin.

LINE C - Add 5% of the amount deducted as intangible income, but not the portion of the intangible income related to the sale, exchange or disposition of property described in Section 1221 of the Internal Revenue Code IRC.

LINE E - In the case of a taxpayer that is not a C corporation and is not an individual, the taxpayer shall compute Federal Taxable Income (FTI) as if the taxpayer were a C corporation and, in addition to the above adjustments, shall not be allowed a deduction for payments to a qualified self-employed retirement plan, payments for health or life insurance for an owner or owner-employee, or federal self-employment tax.

LINE F - In the case of a real estate investment trust or regulated investment company, add all dividends, distributions, or amounts set aside for the benefit of investors and allowed as a deduction in the computation of FTI.

Instructions for Schedule Y

This schedule is used to determine the amount of income subject to Dublin income tax. See item 4 of General Instructions on next page.

Instructions for Schedule Y-1

Use this schedule to reconcile wages, salaries, etc., allocated to Dublin with total salaries, wages, etc., shown on W-3, Withholding Reconciliation.

Instructions for Schedule Z

Partners' distributive share of net income. Attach copy(s) of applicable Federal forms. List the information indicated and carry forward to Line 1.

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CITY OF DUBLIN BUSINESS INCOME TAX RETURN 2009

OR

FISCAL PERIOD _____ TO _____

CALENDAR YEAR TAXPAYERS FILE ON OR BEFORE APRIL 15
 FISCAL YEAR DUE 105 DAYS FOLLOWING END OF PERIOD

Forms available On Internet at
 www.dublintax.com

PROVIDE NAME AND ADDRESS IN SPACE BELOW

FOR TAX DIVISION USE ONLY	
TAX RETURN FOR (Check One) <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> S-Corporation <input type="checkbox"/> Fiduciary <input type="checkbox"/> Estate <input type="checkbox"/> Trust	
FEDERAL I.D. NO. _____	
DID YOU FILE A CITY RETURN LAST YEAR? <input type="checkbox"/> Yes <input type="checkbox"/> No	
IS THIS A FINAL RETURN? <input type="checkbox"/> Yes <input type="checkbox"/> No	
FEDERAL BUSINESS ACTIVITY CODE NO. FROM FEDERAL TAX RETURN _____	

LOCAL BUSINESS ADDRESS IF DIFFERENT FROM MAILING ADDRESS?

1. Adjusted Federal Taxable Income per attached return (Form 1120, Line 28; Form 1120S, Schedule K, line 17e; Form 1120A, Line 24; Form 1065 "Analysis of Net Income/Loss", Line 1; Form 1041, Line 17; Form 990 T, Line 30) (See instructions)	1	\$
2. Adjustments (From Line N on Reverse, Schedule X).....	2	\$
3. Taxable Income before allocation (Line 1 plus/minus Line 2)	3	\$
4. Allocation Percentage (From Step 5 on Reverse, Schedule Y) _____ %	4	\$
5. Dublin Taxable Income (Multiply Line 3 by Line 4)	5	\$
6. Dublin Income Tax (Multiply Line 5 by 2.0% (.02)	6	\$
7. Estimates paid on this year's liability	7	\$
8. Credits applied from 2008 to this year's liability	8	\$
9. Other Credits (Explain)	9	\$
10. Total Credits	10	\$
11. Tax Due (Subtract Line 10 from Line 6)	11	\$
12a. Penalty for late payment or underpayment of estimate (10% of Line 11).....	12a	\$
12b. Interest (1.5% per month or fraction thereof).....	12b	\$
13. Total Due (If \$1.01 or more)	13	\$
14. Overpayment (Line 10 greater than Line 6)	14	\$
15. Indicate Refund (If \$1.01 or more)	15	\$
16. Credit to next year (If \$1.01 or more)	16	\$

DECLARATION OF ESTIMATED TAX FOR 2010

17. Total estimated income subject to tax	17	\$
18. Multiply Line 17 by 2.0% (.02) Dublin City Income Tax declared	18	\$
19. Tax due before credits (enter at least 25% of Line 18)	19	\$
20. Less credits (from Line 16 above).....	20	\$
21. Net estimated tax due if Line 19 minus Line 20 is greater than zero*	21	\$
22. TOTAL AMOUNT DUE - Combine Line 13 above with Line 21 (Make checks payable to the City of Dublin)	22	\$

*First Quarter Estimate should be paid with this return. Payment forms for the remaining estimated payments are available at www.dublintax.com or will be mailed upon request.

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.

SIGNATURE OF PERSON PREPARING IF OTHER THAN TAXPAYER _____ DATE _____ SIGNATURE OF TAXPAYER OR AGENT _____ DATE _____

NAME AND ADDRESS OF PREPARER _____ PHONE NUMBER _____ NAME AND TITLE _____ PHONE NUMBER _____

MAKE CHECKS PAYABLE TO CITY OF DUBLIN
ONLINE PAYMENTS CAN BE MADE AT <https://ipn.payments.com/otp/stde/codb>

All appropriate Federal schedules must be attached. A return is not complete unless such schedules are included.

SCHEDULE X - RECONCILIATION WITH FEDERAL INCOME TAX RETURN

ITEMS NOT DEDUCTIBLE	ADD	ITEMS NOT TAXABLE	DEDUCT
A. Capital Losses (not ordinary losses)	\$ _____	H. Capital Gains (not ordinary gains)	\$ _____
B. Taxes Based on Income	_____	I. Interest Income	_____
C. 5% Of Amount Deducted as intangible income	_____	J. Dividends	_____
D. Guaranteed payments to partners	_____	K. Income from Patents and Copyrights	_____
E. Amounts for Qualified Self-Employed Retirement, Health & Life Insurance Plans for Owners of Non-C Corporation Entities or Self Employment tax	_____	L. Other (attach explanation) _____	_____
F. Other including REITS & RIC'S all amounts (SEE INSTRUCTIONS).....	_____	_____	_____
G. Total Additions	_____	M. Total Deductions	\$ _____
N. Combine Lines G and M and enter net on Line 2 _____			

SCHEDULE Y - BUSINESS ALLOCATION FORMULA

	a. Located Everywhere	b. Located in Dublin	c. Percentage (b/a)
STEP 1. Average Original cost of Real & Tangible Personal Property	_____	_____	_____
Gross Amount Rentals Paid Multiplied by 8	_____	_____	_____
TOTAL STEP 1	_____	_____	%
STEP 2. Gross Receipts from Sales Made and/or Work or Services Performed	_____	_____	%
STEP 3. Wages, Salaries, Etc. Paid	_____	_____	%
4. Total Percentages	_____	_____	%
5. Average Percentage (Divide Total Percentages by number of Percentages Used - Carry to Line 4).....	_____	_____	%

SCHEDULE Y-1 - RECONCILIATION TO FORM W-3, WITHHOLDING RECONCILIATION

Total wages allocated to Dublin (from Federal Return or allocation formula)..... \$ _____

Total wages shown on Form W-3 (Withholding Reconciliation)..... \$ _____

Are any employees leased in the year covered by this return? Yes No
 If yes, provide the name, address and FID number of the leasing company _____

Gross city wages paid were \$ _____. City tax in the amount of \$ _____ was withheld from wages and paid to _____

Were 1099-MISC forms issued to central Ohio residents? If yes, attach copies to this return. Yes No

Check whether this return was prepared on cash or accrual basis. Has City income tax been withheld from and remitted for all taxable employees during the period covered by this return? Yes NO. If YES, provide the EIN # _____
 If NO, please explain on an attached statement.

Please explain any difference: _____

SCHEDULE Z - PARTNER'S DISTRIBUTIVE SHARES OF NET INCOME

1. Name and address of each partner	2. FID or SSN	3. Amount	4. EIN of Payor
(a) _____	_____	_____	_____
(b) _____	_____	_____	_____
(c) _____	_____	_____	_____
(d) _____	_____	_____	_____

Carry forward to Line 1 TOTAL \$ _____

CITY OF DUBLIN, OHIO QUARTERLY INSTALLMENT OF ESTIMATED TAX

MAIL TO ▶ PAID CHECK WILL BE YOUR RECEIPT DO NOT REMIT CASH BY MAIL	MAKE CHECK OR MONEY ORDER TO: CITY OF DUBLIN DIVISION OF TAXATION P.O. Box 9062, Dublin, Ohio 43017-0962 Telephone (614) 410-4460 Toll Free (888) 490-8154 www.dublintax.com	TOTAL ESTIMATED TAX DECLARED: \$	VOUCHER 4 CALENDAR YEAR – DUE DECEMBER 15 FISCAL YEAR – 15TH DAY OF THE 12TH MONTH OF TAXPAYER'S TAXABLE YEAR
		QUARTERLY PAYMENT ENCLOSED: \$	

NAME(S) AND ADDRESS:

FEDERAL I.D. NUMBER:

DQB-1 NOTIFY INCOME TAX DIVISION PROMPTLY OF ANY CHANGE IN OWNERSHIP OR NAME AND ADDRESS SHOWN ABOVE.

CITY OF DUBLIN, OHIO QUARTERLY INSTALLMENT OF ESTIMATED TAX

MAIL TO ▶ PAID CHECK WILL BE YOUR RECEIPT DO NOT REMIT CASH BY MAIL	MAKE CHECK OR MONEY ORDER TO: CITY OF DUBLIN DIVISION OF TAXATION P.O. Box 9062, Dublin, Ohio 43017-0962 Telephone (614) 410-4460 Toll Free (888) 490-8154 www.dublintax.com	TOTAL ESTIMATED TAX DECLARED: \$	VOUCHER 3 CALENDAR YEAR – DUE SEPTEMBER 15 FISCAL YEAR – 15TH DAY OF THE 9TH MONTH OF TAXPAYER'S TAXABLE YEAR
		QUARTERLY PAYMENT ENCLOSED: \$	

NAME(S) AND ADDRESS:

FEDERAL I.D. NUMBER:

DQB-1 NOTIFY INCOME TAX DIVISION PROMPTLY OF ANY CHANGE IN OWNERSHIP OR NAME AND ADDRESS SHOWN ABOVE.

CITY OF DUBLIN, OHIO QUARTERLY INSTALLMENT OF ESTIMATED TAX

MAIL TO ▶ PAID CHECK WILL BE YOUR RECEIPT DO NOT REMIT CASH BY MAIL	MAKE CHECK OR MONEY ORDER TO: CITY OF DUBLIN DIVISION OF TAXATION P.O. Box 9062, Dublin, Ohio 43017-0962 Telephone (614) 410-4460 Toll Free (888) 490-8154 www.dublintax.com	TOTAL ESTIMATED TAX DECLARED: \$	VOUCHER 2 CALENDAR YEAR – DUE JUNE 15 FISCAL YEAR – 15TH DAY OF THE 6TH MONTH OF TAXPAYER'S TAXABLE YEAR
		QUARTERLY PAYMENT ENCLOSED: \$	

NAME(S) AND ADDRESS:

FEDERAL I.D. NUMBER:

DQB-1 NOTIFY INCOME TAX DIVISION PROMPTLY OF ANY CHANGE IN OWNERSHIP OR NAME AND ADDRESS SHOWN ABOVE.