

# CITY OF FLINT INCOME TAX DEPARTMENT

## INSTRUCTIONS FOR FORM F-1040ES QUARTERLY ESTIMATED INCOME TAX PAYMENT VOUCHERS

### WHO MUST MAKE ESTIMATED INCOME TAX PAYMENTS

- A. **Individuals and Unincorporated Businesses:** Every resident or nonresident who expects taxable income from which Flint income tax will not be withheld must make estimated income tax payments. Payments are not required if the estimated tax is one hundred dollars (\$100.00) or less. A husband and wife may make joint estimated income tax payments.
- B. **Corporations:** A corporation (including a Subchapter S corporation) subject to the tax on all or part of its net profits must make estimated income tax payments. Payments are not required from corporations if the estimated tax is two hundred fifty dollars (\$250.00) or less. Please use form F-1120ES
- C. **Partnerships:** A partnership electing to pay the tax on behalf of its partners must make estimated income tax payments. Payments are not required if the estimated tax is one hundred dollars (\$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 income tax is expected to exceed one hundred dollars (\$100.00).

### WHEN AND WHERE TO FILE A DECLARATION AND PAY ESTIMATED TAX

- A. **Calendar Year Taxpayers:** The first estimated payment must be made on or before April 30 of the tax year.
- B. **Payment of Estimated Tax:** The estimated tax may be paid in full with the first quarter payment or paid in four (4) equal quarterly installments. Calendar year quarterly payments are due on or before April 30, June 30, and September 30 of the tax year and January 31 of the next year. Fiscal year installments are due on or before the end of the fourth, sixth, ninth and thirteenth month after the beginning of the fiscal year. Remittances are to be made payable to: City of Flint.
- C. **Where to Send Payments:** The quarterly payments shall be mailed to:  
City of Flint Income Tax Department  
Attn: Estimated Payments  
PO Box 529  
Eaton Rapids, MI 48827-00529

**DO NOT USE OR PHOTOCOPY ANOTHER TAXPAYER'S FORMS.** If you do, your payment could be applied to the wrong account.

**NOTE: Reminder notices will not be sent. Save this set of forms for use in making the remainder of this year's quarterly estimated payments. Blank forms may be downloaded from the Flint under the Income Tax Department. The website address is: [www.cityofflint.com/incometax/forms.asp](http://www.cityofflint.com/incometax/forms.asp).**

### CALCULATION OF ESTIMATED INCOME TAX

Calculate the estimated income tax due using the Estimated Income Tax Computation Worksheet below. Round computations to the nearest dollar.

#### ESTIMATED INCOME TAX COMPUTATION WORKSHEET

TAX YEAR \_\_\_\_\_

1. TOTAL INCOME EXPECTED	1.	
2. EXEMPTIONS (List the amount of the exemption for Flint)	2.	
3. ESTIMATED TAXABLE INCOME (Line 1 less Line 2)	3.	
4. ESTIMATED TAX Nonresident individuals enter the tax at 1/2% (multiply line 3 by .005). All other taxpayers enter the tax at 1% (multiply line 3 by .01).	4.	
5. FLINT INCOME TAX TO BE WITHHELD	5.	
6. OTHER CREDITS EXPECTED	6.	
7. ESTIMATED TAX (Line 4 less Lines 5 and 6)	7.	

The annual return for the previous year may be used as the basis for computing your declaration of estimated tax for the current year. The same figures used for estimating your federal income tax, adjusted to exclude any income not taxable or deductions not allowed under the Uniform City Income Tax Ordinance (MCL 141.601 et seq.), may be used.

### CALCULATION OF THE ESTIMATED TAX PAYMENT DUE EACH QUARTER

If you know the amount of quarterly estimated tax to be paid, write the amount in the estimated tax due box of Form F-1040ES, for the quarter, round the payment to the nearest dollar.

### AMENDED DECLARATION

If you find that your estimated tax is substantially increased or decreased as a result of a change in income or exemptions, you may amend your estimate at the time of making any quarterly payment with Form F-1040ES by adjusting the quarterly payment.

**LATE PAYMENT OR UNDERPAYMENT OF ESTIMATED INCOME TAX**

If you fail to make the required quarterly estimated tax payments, underpay or pay late, interest and penalty may be charged. The interest rate is 1 percent above the prime rate. The interest rate is adjusted on January 1 and July 1 each year. The penalty rate is 1 percent per month.

**INTEREST AND PENALTY**

If the total amount of tax withheld, tax credits and estimated tax paid is less than seventy percent (70%) of the tax due for the current or previous year, interest and penalty will be charged. Payment of estimated tax does not excuse the taxpayer from filing an annual income tax return even though the total tax liability has been paid.

**INCOME SUBJECT TO FLINT INCOME TAX**

- A. **Residents:** All salaries, wages, bonuses, commissions and other compensation; net profits from business or profession; net rental income; capital gains less capital losses; interest and dividends; income from estates and trusts; and other income.
- B. **Nonresidents:** Salaries, wages, bonuses, commissions and other compensation for services rendered or work performed in Flint; net rental income from property located in Flint; net profits from a business, profession or other activity to the extent that it is from work done, services rendered or activity conducted in Flint; capital gains less capital losses from the sale of real or tangible personal property located in Flint.

**WITHHOLDING TAX AND OTHER TAX CREDITS**

- A. **Withholding Tax:** You may subtract from your estimated income tax the amount of income tax expected to be withheld for Flint.
- B. **Income Tax Paid by Partnership:** If you are a member of a partnership which elects to and pay the tax on behalf of its partners, you may subtract from your estimate of Flint income tax, the amount of tax expected to be paid by the partnership on your distributive share of net profits.
- C. **Income Tax Paid to Another Municipality:** Residents of Flint who pay income tax to another municipality on income taxable in Flint may subtract from their estimate of income tax the amount of income tax expected to be paid to the other municipality. The credit is limited to the amount of tax assessable under the Flint Income Tax Ordinance on the same income of a nonresident.

**PAYMENT RECORD FOR TAX YEAR \_\_\_\_\_**

**(Keep this for your records.)**

PAYMENT	DATE PAID	CHECK NUMBER	ESTIMATED TAX PAID
FIRST QUARTER PAYMENT			
SECOND QUARTER PAYMENT			
THIRD QUARTER PAYMENT			
FOURTH QUARTER PAYMENT			
TOTAL ESTIMATED TAX PAYMENTS			

Make remittances payable to:  
City of Flint.

Mail estimated tax forms and payments to:  
Flint Income Tax Department  
Attn: Estimated Payments  
PO Box 529  
Eaton Rapids, MI 48827-00529

F-1040ES

**FLINT**  
**ESTIMATED INCOME TAX PAYMENT VOUCHER**  
**FIRST QUARTER - PAYMENT DUE APRIL 30, 2016**

2016 EST 01Q

Taxpayer Name:

Social Security No:

Due on or Before: 04/30/2016, for tax year 2016

Payment: \$

Payment Method: 

- Make payment by check or money order payable to "City of Flint." Write your social security number, daytime phone number, and "2016 F-1040ES" on your payment. DO NOT SEND CASH.

Additional Information: The spouse of a joint filing taxpayer may use this payment voucher to make estimated income tax payments under his or her own social security number by listing their name and social security number as the taxpayer on this payment voucher.

Address for Payment: City of Flint Income Tax Dept  
Attn: Estimated Payments  
PO Box 529  
Eaton Rapids, MI 48827-0529

Taxpayer Records: Amount Paid: \_\_\_\_\_  
Check Number: \_\_\_\_\_  
Date Mailed: \_\_\_\_\_

KEEP TOP PORTION FOR YOUR RECORDS. SEND BOTTOM PORTION WITH YOUR PAYMENT

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**FLINT**

**F-1040ES** Mail To: Flint Income Tax Dept, Attn: Estimated Payments, PO Box 529, Eaton Rapids, MI 48827-0529 **2016 EST 01Q**

**FIRST QUARTER ESTIMATED INCOME TAX PAYMENT VOUCHER**

NACTP #  EFIN #

PAYMENT VOUCHER 1 Due Date: 04/30/2016

Taxpayer's first name, initial, last name			Taxpayer's SSN		
If joint estimated payment, spouse's first name, initial, last name			If joint payment, spouse's SSN		
Present home address (Number and street) Apt. no.			Mail to: Income Tax Department Attn: Estimated Payments PO Box 529 Eaton Rapids, MI 48827-0529		
Address line 2 (P.O. Box address for mailing use only)					
City, town or post office	State	Zip code			
Foreign country name, province/county, postal code			Amount of estimated tax you are paying by check or money order		Round to nearest dollar _____ .00

F-1040ES

**FLINT  
ESTIMATED INCOME TAX PAYMENT VOUCHER  
SECOND QUARTER - PAYMENT DUE JUNE 30, 2016**

2016 EST 02Q

Taxpayer Name:

Social Security No:

Due on or Before: 06/30/2016, for tax year 2016

Payment: \$

Payment Method: • Make payment by check or money order payable to "City of Flint." Write your social security number, daytime phone number, and "2016 F-1040ES" on your payment. DO NOT SEND CASH.

Additional Information: The spouse of a joint filing taxpayer may use this payment voucher to make estimated income tax payments under his or her own social security number by listing their name and social security number as the taxpayer on this payment voucher.

Address for Payment: City of Flint Income Tax Dept  
Attn: Estimated Payments  
PO Box 529  
Eaton Rapids, MI 48827-0529

Taxpayer Records: Amount Paid: \_\_\_\_\_  
Check Number: \_\_\_\_\_  
Date Mailed: \_\_\_\_\_

KEEP TOP PORTION FOR YOUR RECORDS. SEND BOTTOM PORTION WITH YOUR PAYMENT

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**F-1040ES** Mail To: Flint Income Tax Dept, Attn: Estimated Payments, PO Box 529, Eaton Rapids, MI 48827-0529 **2016 EST 02Q**  
**SECOND QUARTER ESTIMATED INCOME TAX PAYMENT VOUCHER**

NACTP #  EFIN #

PAYMENT VOUCHER 2 Due Date: 06/30/2016

Taxpayer's first name, initial, last name			Taxpayer's SSN		
If joint estimated payment, spouse's first name, initial, last name			If joint payment, spouse's SSN		
Present home address (Number and street) Apt. no.			Mail to: Income Tax Department Attn: Estimated Payments PO Box 529 Eaton Rapids, MI 48827-0529		
Address line 2 (P.O. Box address for mailing use only)					
City, town or post office	State	Zip code			
Foreign country name, province/county, postal code			Amount of estimated tax you are paying by check or money order		Round to nearest dollar _____ .00

F-1040ES

FLINT

2016 EST 03Q

**ESTIMATED INCOME TAX PAYMENT VOUCHER  
THIRD QUARTER - PAYMENT DUE SEPTEMBER 30, 2016**

Taxpayer Name:

Social Security No:

Due on or Before: 09/30/2016, for tax year 2016

Payment: \$

Payment Method: • Make payment by check or money order payable to "City of Flint." Write your social security number, daytime phone number, and "2016 F-1040ES" on your payment. DO NOT SEND CASH.

Additional Information: The spouse of a joint filing taxpayer may use this payment voucher to make estimated income tax payments under his or her own social security number by listing their name and social security number as the taxpayer on this payment voucher.

Address for Payment: City of Flint Income Tax Dept  
Attn: Estimated Payments  
PO Box 529  
Eaton Rapids, MI 48827-0529

Taxpayer Records: Amount Paid: \_\_\_\_\_  
Check Number: \_\_\_\_\_  
Date Mailed: \_\_\_\_\_

KEEP TOP PORTION FOR YOUR RECORDS. SEND BOTTOM PORTION WITH YOUR PAYMENT

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F-1040ES Mail To: Flint Income Tax Dept, Attn: Estimated Payments, PO Box 529, Eaton Rapids, MI 48827-0529 2016 EST 03Q

**THIRD QUARTER ESTIMATED INCOME TAX PAYMENT VOUCHER**

<input type="text"/> NACTP #		<input type="text"/> EFIN #		PAYMENT VOUCHER 3		Due Date: 09/30/2016	
Taxpayer's first name, initial, last name				Taxpayer's SSN			
If joint estimated payment, spouse's first name, initial, last name				If joint payment, spouse's SSN			
Present home address (Number and street) Apt. no.				Mail to: Income Tax Department Attn: Estimated Payments PO Box 529 Eaton Rapids, MI 48827-0529			
Address line 2 (P.O. Box address for mailing use only)							
City, town or post office		State	Zip code				
Foreign country name, province/county, postal code				Amount of estimated tax you are paying by check or money order		Round to nearest dollar	
						.00	

F-1040ES

FLINT  
ESTIMATED INCOME TAX PAYMENT VOUCHER FOURTH  
QUARTER - PAYMENT DUE JANUARY 31, 2017

2016 EST 04Q

Taxpayer Name:

Social Security No:

Due on or Before: 01/31/2017, for tax year 2016

Payment: \$

Payment Method: • Make payment by check or money order payable to "City of Flint." Write your social security number, daytime phone number, and "2016 F-1040ES" on your payment. DO NOT SEND CASH.

Additional Information: The spouse of a joint filing taxpayer may use this payment voucher to make estimated income tax payments under his or her own social security number by listing their name and social security number as the taxpayer on this payment voucher.

Address for Payment: City of Flint Income Tax Dept  
Attn: Estimated Payments  
PO Box 529  
Eaton Rapids, MI 48827-0529

Taxpayer Records: Amount Paid: \_\_\_\_\_  
Check Number: \_\_\_\_\_  
Date Mailed: \_\_\_\_\_

KEEP TOP PORTION FOR YOUR RECORDS. SEND BOTTOM PORTION WITH YOUR PAYMENT

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F-1040ES Mail To: Flint Income Tax Dept, Attn: Estimated Payments, PO Box 529, Eaton Rapids, MI 48827-0529 2016 EST 04Q

FOURTH QUARTER ESTIMATED INCOME TAX PAYMENT VOUCHER

NACTP #  EFIN #

PAYMENT VOUCHER 4 Due Date: 01/31/2017

Taxpayer's first name, initial, last name			Taxpayer's SSN					
If joint estimated payment, spouse's first name, initial, last name			If joint payment, spouse's SSN					
Present home address (Number and street) Apt. no.			Mail to: Income Tax Department Attn: Estimated Payments PO Box 529 Eaton Rapids, MI 48827-0529					
Address line 2 (P.O. Box address for mailing use only)								
City, town or post office	State	Zip code						
Foreign country name, province/county, postal code			Amount of estimated tax you are paying by check or money order				Round to nearest dollar	
							.00	