

2012 CITY OF LANSING ESTIMATED INCOME TAX  
FORM L-1040ES  
FOR INDIVIDUALS, CORPORATIONS AND PARTNERSHIPS  
INSTRUCTIONS FOR LANSING ESTIMATED INCOME TAX

**WHO MUST MAKE ESTIMATED PAYMENTS**

- A. **INDIVIDUALS AND UNINCORPORATED BUSINESSES:** Every resident or non-resident who expects taxable income from which the Income Tax will not be withheld, must file an Estimated Tax. An estimate is not required if the estimated tax, Line 7 of the Worksheet for Estimated Income Tax, is one hundred dollars (\$100.00) or less. A husband and wife may file a joint Estimate.
- B. **CORPORATION:** Every corporation subject to the tax on all or part of its net profits must file Estimated Income Tax. An Estimate is not required from a corporation if the estimated tax, Line 7 of the Worksheet for Estimated Income Tax, is two hundred fifty dollars (\$250.00) or less.
- C. **PARTNERSHIPS:** A partnership whose partners are subject to tax on all or part of their distributive share of net profit may file a Estimated Income Tax, and the partners will not be required to file individual estimated tax unless they have other income on which the Lansing Income Tax is expected to exceed one hundred dollars (\$100.00). The names, addresses and social security numbers of the partners on whose behalf the estimate is filed shall be shown on an attached schedule.

**WHEN TO FILE THE ESTIMATE AND PAY THE TAX**

- A. **CALENDAR YEAR TAXPAYERS**
  - 1) **FILING:** If you need an extension and your four (4) quarterly estimated payments do not cover, an additional payment must be made with the extension.
  - 2) **PAYMENT:** The estimated tax must be paid in four (4) equal installments on or before April 30, 2012, June 30, 2012, September 30, 2012 and January 31, 2013.
- B. **FISCAL YEAR TAXPAYERS**
  - 1) **FILING:** If you need an extension and your four (4) quarterly estimated payments do not cover 100% of your tax, an additional payment must be made with the extension.
  - 2) **Payment must be made with the extension. PAYMENTS:** The estimated tax must be paid in full in four (4) equal installments on or before April 30, June 30, September 30, and January 31, or on or before the 4<sup>th</sup>, 6<sup>th</sup>, 9<sup>th</sup> and 13<sup>th</sup> month after the beginning of the taxable fiscal year.

\*If the due date falls on a Saturday, Sunday or legal holiday, the due date is extended to the next day which is not a Saturday, Sunday or legal holiday.

**INCOME SUBJECT TO LANSING INCOME TAX**

- A. **RESIDENTS:** All salaries, wages, bonuses, commissions and other compensation, net profit from a business or profession, net rental income, capital gains less capital losses, dividend income, interest income, income from estates and trusts, and other income.
- B. **NON-RESIDENTS:** Salaries, wages, bonuses, commissions and other compensation for services rendered or work performed in Lansing; Net rental income from property in Lansing; Net profits from a business, profession or other activity to the extent that it is from work done, services rendered or activity conducted in Lansing; Capital gains less capital losses from the sale of real or tangible personal property located in Lansing. The ordinance and regulations should be reviewed if you have a question concerning the allocation of income earned in Lansing.

**HOW TO FILE**

- A. Your annual return for the preceding year may be used as the basis for computing your estimated tax for the current year.
- B. You may use the same figure used for estimating your federal income tax adjusted to exclude any income or deductions not taxable or permissible under the Lansing Income Tax Ordinance,

**WITHHOLDING TAX CREDITS AND OTHER CREDITS (Line 5)**

- A. **WITHHOLDING TAX CREDITS:** You may subtract from your estimated Lansing Income Tax (Line 4), the amount of Lansing income tax expected to be withheld.
- B. **INCOME TAX PAID TO ANOTHER CITY:** If you are a resident of Lansing and pay income tax to another city on income earned outside of Lansing you may subtract from your estimate of Lansing income tax the amount of income tax expected to be paid to the other city. This credit may not exceed the amount of tax assessable under the Lansing Income Tax Ordinance on the same amount of income of a non-resident. (Worksheet Line 6)

C. INCOME TAX PAID BY PARTNERSHIPS: If you are a member of a partnership which elects to file a return and pay the tax on behalf of the partners, you may subtract, from your estimate of Lansing Income Tax, the amount of tax expected to be paid by the partnership for your distributive share of net profits. (Worksheet Line 6)

AMENDED ESTIMATED TAX: if you have filed an estimated tax voucher and find that your estimated tax is substantially increased or decreased as a result of a change in your income or exemptions, you may amend your estimate at the time of making a quarterly payment.

PENALTIES AND INTEREST: If the total amount of tax withheld and estimated tax paid is less than seventy percent (70%) of the final tax due, interest and penalties may be charged.

FORMS OR INFORMATION: Forms or information may be obtained in 3 ways.

1. Visit our website at [www.lansingmi.gov](http://www.lansingmi.gov)
2. Visit us at the Income Tax Office located on 1<sup>st</sup> floor City Hall.
3. Phone us at (517) 483-4114.

NOTE: FILING ESTIMATED TAX DOES NOT EXCUSE THE TAXPAYER FROM FILING AN ANNUAL RETURN EVEN THOUGH THERE IS NO CHANGE IN THE ESTIMATED TAX LIABILITY.

\*Payment Information

If the due date falls on a Saturday, Sunday or legal holiday, the due date is extended to the next day which is not a Saturday, Sunday or legal holiday.

## WORKSHEET FOR 2012 ESTIMATED INCOME TAX

(KEEP FOR YOUR RECORDS)

2012 PAYMENT RECORD

	\$	VOUCHER	DATE	CHECK NUMBER	TAX PAID
1. TOTAL LANSING INCOME EXPECTED IN 2012 (See Instructions)	\$				
2. EXEMPTIONS (\$600 for each exemption; Does not apply to corporations)	\$	1			\$
3. ESTIMATED LANSING TAXABLE INCOME (Line 1 less Line 2)	\$	2			\$
4. ESTIMATED LANSING INCOME TAX BEFORE CREDITS (Non-resident individuals enter . 5% of Line 3, All other taxpayers enter 1.0% of Line 3)	\$	3			\$
5. AMOUNT OF LANSING TAX TO BE WITHHELD	\$	4			\$
6. AMOUNT OF OTHER CREDITS	\$	TOTAL PAID			\$
7. ESTIMATED LANSING INCOME TAX DUE (Line 4 less Lines 5 and 6)	\$				