

**WELCOME TO OUR NEW EZ SMART FORM
PLEASE READ THE FOLLOWING BEFORE CONTINUING**

- First, choose the city or village you are completing the tax return for. Click the drop-down box to choose your community. This function is very important. The form will automatically calculate by your local tax rate.
- Include your social security number to avoid multiple accounts being automatically set-up in your name.
- Your account number is located above your name printed on the Form EZ mailed to you.
- Residents cannot take a schedule loss to reduce W2 income.
- If you make an entry error, please press reset. Depending where you are at the time, the form may not be able to recalculate.
- Allowable losses must be manually placed on line 2 of page 1.
- Taxpayers working in multiple cities for one employer cannot use this form. This does not apply to taxpayers working for multiple employers.
- Do not use Box 1 wages from your W2. Refunds resulting from using the incorrect wage box will not be honored. Take your wages from Box 5.
- Worksheets from page 2, if used, should be completed first. This helps with the calculation function of the form. Those of you who have only W2 income do not need to complete page 2 unless you were a part year resident.
- This form must be printed and mailed with copies of your W2s and any other supporting federal schedules. This form cannot be filed electronically.
- Miscalculations will not be grounds to reduce your tax liability or any overpayments. This return is subject to audit.