

IMPORTANT INFORMATION

You **must** pay estimated tax payments if:

- You have or expect to have any taxable income where withholding is not done;
- Local taxes of at least 1.8% are not being withheld by your employer; or
- You engage in any business, profession, enterprise, or activity subject to the Income Tax where the tax is not withheld.

You **must** file the MANDATORY DECLARATION OF ESTIMATED TAX FOR 2017 below, together with the first quarter estimated tax due (1/4 of the annual estimated tax) on or before **April 18, 2017**. Additional payments of at least 1/4 of the annual estimated tax each must be paid on or before June 15, 2017, Sept 15, 2017 and Dec 15, 2017. Please send in the Quarterly Estimate Payment forms below to identify your payments, (No quarterly payment notices will be sent to remind you to make your quarterly payments, so please mark your calendars.)

A DECLARATION OF ESTIMATED TAX WHICH IS LESS THAN 90% OF THE TAX DUE ON THE FINAL RETURN WILL BE SUBJECT TO INTEREST OF 0.50% PER MONTH ON THE DIFFERENCE AND A PENALTY EQUAL TO 15% OF THE AMOUNT NOT TIMELY PAID

No Declaration of Estimated Tax and no quarterly payments are required if you may reasonably expect to have less than \$10,000.00 of income subject to the estimated tax this year.

You may amend your Declaration of Estimated Tax during the year in writing for good cause shown.

Record of Payments

| PAYMENT NO. | DUE DATE | CHECK NO. | DATE PAID | AMOUNT DUE |
|-------------|----------------|-----------|-----------|------------|
| 1. | April 18, 2017 | | | |
| 2. | June 15, 2017 | | | |
| 3. | Sept 15, 2017 | | | |
| 4. | Dec 15, 2017 | | | |

