

GENERAL INSTRUCTIONS

INSTRUCTIONS

VAN WERT MUNICIPAL INCOME TAX IS LEVIED UPON THE FOLLOWING:

• ASSISTANCE

For questions not answered in General Information, please call (419) 238-6020

1. Wages, Salaries, Tips and other Compensation, includes Stock Options and/or property-Atch W2's (Medicare Wage Block)

2. Other: Includes income or losses from other than wages.

a. Business Income and/or Rental income to include Director fees and 1099 Income.

b. Misc: Include any losses that have been incurred from Business and/or Rentals. Losses must be in parenthesis ().

c. Total other income: Complete item 2 and place this figure here.

3. Taxable Income: This figure includes line 1 and 2 c.

4. Tax Due: 1.72% of line 3

5. Credits
 A-TAXES WITHHELD BY EMPLOYERS (NOT TO EXCEED 1.72% UNLESS WITHHELD FOR VW PER W-2)
 B-ESTIMATED TAXES PAID THIS CITY
 C-TAXES PAID TO OTHER CITY AND/OR VILLAGE (ATTACH PROOF)
 D-PREVIOUS YEAR OVER PAYMENT / CREDIT

6. BALANCE OF TAX DUE IF LINE 4 IS GREATER THAN LINE 5D

6A. PENALTY & INTEREST

7. AMOUNT PAYABLE TO VAN WERT INCOME TAX

8. OVERPAYMENT CLAIMED REFUND CREDIT TO NEXT YEAR DECLARATION NO TAXES OR REFUNDS OF LESS THAN \$1.01

9. All individual Taxpayers should use only page 1 of the Van Wert City Income Tax Return. Sign and Date the Form before mailing.

(A) On all salaries, wages, commissions, tips, estates and trusts, fees, sick pay, severance pay, bonuses and other compensation received by residents of the City of Van Wert, regardless of where earned, or received by non-residents of the City of Van Wert for work done or services performed or rendered in the City of Van Wert.

(B) On the net profits of all unincorporated business, partnerships, professions, rentals, farm income, or other activities conducted by residents of the City of Van Wert regardless of where earned, or conducted by non-residents in the City of Van Wert.

(C) On the net profits of all corporations derived from work done or services performed or rendered and business or other activities conducted in the City of Van Wert.

(D) Any charitable, educational, fraternal or other type of non-profit association or organization enumerated in Section 718 of the Revised Code of Ohio which is not exempt from the payment of real estate taxes, is required to file a return and remit the taxes levied under the Van Wert Income Tax Ordinance on all business activities of a type ordinarily conducted for profit by taxpayers operating for profit.

INCOME NOT TAXABLE:

Active military pay or allowances of members of the Armed Forces of the United States, or the net profits of any civic, charitable, religious, fraternal or other organization specified in Section 718.01 of the Revised Code of Ohio to the extent that such net profits are exempted from municipal income taxes under said section; Interest and dividends from intangible property; Poor relief benefits received from local, state or federal government or charitable, religious or educational organizations; Capital gains as described by the Federal Revenue Code, excluding recapture and Ordinary gains; Proceeds from insurance not in the nature of compensation for services rendered by an employee for or to an employer; Receipts from seasonal or casual entertainment, amusements, sports events and health, welfare and educational activities; Winnings from games of chance including lotteries, bingo, raffles gambling, promotions, etc.; *under \$10,000.00; Rental or leasing activity producing gross income of \$1000 or less per year; Other business activities producing gross receipts of \$500 per year or less per year. (Business activities producing less than \$500 in gross receipts per tax year will be considered hobbies for that tax year and the net profit or loss from such activity will not be subject to the tax on the net profit realized from such hobby activity nor will a net loss be allowed due to such hobby activity.)

A COPY OF FEDERAL RETURN AND SCHEDULES C, D E & H, W-2 FORMS, 1099'S RENTAL & FARMING (E & F) SCHEDULES, OTHER INFORMATIONAL RETURNS, SCHEDULES & STATEMENTS NECESSARY TO SUPPORT TAX RETURNS MUST BE ATTACHED AT THE TIME THE RETURN IS FILED. FAILURE TO DO SO IS IN VIOLATION OF THE TAX ORDINANCE.

INTEREST & PENALTIES

All taxes imposed under the provisions of this Ordinance and remaining unpaid after they become due shall bear INTEREST at the rate of 2% per month. In addition to interest, PENALTIES for failure to pay taxes when due, will be imposed at the rate of 10% of the UNPAID tax due, or \$5.00 whichever is greater. However, the minimum penalty for failure to file a final tax return shall be \$5.00 whether or not a tax is due. Where the taxpayer has failed to file a declaration on which he has estimated and paid a tax equal to or greater than the tax paid for the previous year, or has failed to file a declaration on which he has estimated and paid tax equal to or greater than 90% of the actual tax for the year or has failed to file a final return and pay the total tax on or before the end of the month following the end of this taxable year, the PENALTY shall be 10% of the difference between 90% of the actual tax for the year and the amount paid through declaration. A worksheet for under-payment of estimated City Income Tax will be used to compute the penalty and interest due under this section.

GENERAL INFORMATION FOR PREPARING FORM D-1 (DECLARATION)

1. WHO Must file a Declaration.

A declaration is required to be filed by every taxpayer who anticipates any taxable income due the City of Van Wert that is not subject to 1.72% withholding.

2. Amount of Declaration.

A declaration of estimated tax must be filed to equal not less than 90% of the actual tax for the taxable period to avoid the underpayment (Form DU) penalty. No underpayment penalty will be assessed if a taxpayer files his current year estimate based on 100% or more of his entire previous year's income shown on his final return not subject to withholding, providing it covers a like period of time.

3. When to file Declaration.

A declaration is required to be filed on or before April 15th of each year, or within 105 days after becoming subject to City Income Tax for the first time. Fiscal year taxpayers must file within 105 days after the beginning of their fiscal year.

4. Payment of Estimated Tax.

The estimated tax may be paid in full with the declaration or in equal installments on or before the due date printed on the form.

The declaration must be accompanied by at least 22 1/2% of the tax shown due. An amended declaration may be filed prior to any installment date due to a change in tax status. If an amended declaration has been filed, the unpaid balance shown due shall be paid in equal installments over the remaining due dates. An amended declaration must be filed on or before January 31 of any year, or within 1 month of a fiscal year end, if it appears the original declaration underestimated income by 10% or more to avoid an underpayment penalty upon the filing of the final return.

Such amendments may be made on a regular declaration form or may be increased or decreased on the installment notice form prior to any subsequent payment date as provided.

REQUEST FOR EXTENSION OF TIME TO FILE 2% INTEREST PER MONTH ON TAX DUE WITH RETURN

TAXPAYER ACCT.#, NAME AND ADDRESS

TAX OFFICE USE ONLY

EXTENSION DENIED DUE TO: _____
 EXTENSION GRANTED UNTIL _____
 FOR ACCOUNT# _____
 BY _____ TITLE _____ DATE _____
 COPY SENT? YES NO CURRENT YEAR ESTIMATE FILED? YES NO

I HEREBY REQUEST AN EXTENSION OF TIME UNTIL _____
 IN ORDER TO COMPLETE AND FILE MY VAN WERT CITY INCOME TAX RETURN FOR THE TAX YEAR _____
 BEGINNING _____ AND ENDING _____
 TIME IS REQUESTED DUE TO _____

TENTATIVE TAX DUE FOR THIS PERIOD \$ _____
 LESS PREVIOUS TAX PAYMENTS OR CREDITS \$ _____
 ENCLOSED BALANCE FOR TENTATIVE TAX DUE \$ _____

SIGNATURE & TITLE OF PERSON REQUESTING EXTENSION _____ DATE _____

MAIL COMPLETED FORM TO:

VAN WERT INCOME TAX DEPARTMENT
515 E. Main • Van Wert, Ohio 45891

SELF-ADDRESSED STAMPED ENVELOPE ENCLOSED FOR ACKNOWLEDGMENT _____ YES _____ NO _____
 IF YES, COPY OF APPROVAL/DENIAL IS TO BE MAILED TO: _____