

VILLAGE OF ANSONIA GENERAL INSTRUCTIONS FOR FILING FINAL INCOME TAX RETURN

- 1. WHO MUST FILE** - Individuals, (16 years of age or older), Partnerships, corporations or other entities having taxable income which will not be subject to withholding. No final return is required where sole income is from W-2 Wages from which the Ansonia employer has deducted the local tax and remitted such withholding to the Tax Director, unless you receive a return. No refund is given or remittance due on final return if it is less than \$1.00.
- 2. WHEN AND WHERE** - *Your return must be filed by April 15*, or request for extension in lieu of return. Fiscal or partial year must file within 105 days following the end of such period. The return is to be filed with the *Department of Taxation, P.O. Box 607, Ansonia, Ohio 45303*.
- 3. TAXABLE INCOME** - The Ansonia Income Tax Rate is 1%.
 - A. On all qualifying wages, commissions, bonus payments, net profits from the operation, lease or rental of real estate including farms, tangible personal property, and other compensation earned during the effective period of the ordinance by residents and non-residents for work done or services performed or rendered in the Municipality or for work performed or rendered elsewhere under the direct supervision of an employer within the Municipality.
 - B. On net profits of all unincorporated businesses, partnerships, professions, rentals, farm income, or other activities conducted by residents and non-residents of the Municipality.
 - 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 Municipality.
 - D. Any charitable, educational, fraternal or other type of non-profit association or organization, which is not exempt from the payment of real estate taxes, is required to file returns and remit the taxes levied under the Municipal Tax Ordinance.
 - E. On all income received as gambling winnings.
- 4. WHAT CONSTITUTES NET PROFITS** - Net profits shall be determined on the basis of the information used for Federal Income Tax Purposes, adjusted to the requirements of the Ansonia Income Tax Ordinance.
- 5. INCOME NOT TAXABLE**
 - A. Military Pay.
 - B. Poor relief, pensions, unemployment compensation or similar payments, from local, state or federal governments or from charitable, religious or educational organizations.
 - C. Alimony received.
 - D. Minister's Housing Allowance.
 - E. Any association, organization, corporation, club, or trust, which is exempt from Federal taxes or income by reason of its charitable, religious, educational, literary, scientific, etc. purposes.
 - F. Certain Election precinct earnings.
 - G. Interest and Dividends incomes.
 - H. An S-Corp share holders distributive share of net profits or loss of the S-Corp.
- 6. TAX CREDIT** - A tax credit is allowed against the income for which taxes were withheld and/or paid to another City or Village up to 1%. Taxes withheld at a rate greater than 1% may not be used as a credit against other taxable income.

INSTRUCTIONS HEADING - If this Return is made for a period other than the calendar year, note the beginning and ending date of the fiscal year. Enter your name, address, and social security number if it is not already imprinted on your return.

- Line 1.** List total wages on Line 1. Attach all W-2's and 1099's.
- Line 2.** List income other than wages, and attach federal return and appropriate schedules.
- Line 3.** Enter adjustments from Schedule "X" (Back of Sheet).
- Line 4.** Total Income from Lines 1, 2, and 3.
- Line 5.** If Schedule "Y" is used, enter amount allocable to Municipality.
- Line 6.** Enter amount of total taxable income from Lines 1, 4, or 5.
- Line 7.** Enter 1% of amount shown on Line 6.
- Line 8A.** Enter the Ansonia tax withheld.
- Line 8B.** Enter amount you have paid on Declaration of Estimated Tax.
- Line 8C.** You may take credit for tax paid to another Municipality up to 1%. Enter the amount of the other Municipal tax withheld.
- Line 8D.** Total credits from Lines 8A, 8B, and 8C.
- Line 9.** Difference between lines 7 and 8D. This is the Tax Due.
- Line 10A.** Add Penalty. Penalty for failure to pay taxes is **2% per month** of unpaid balance. Penalty for failure to file a return is Twenty Five Dollars (\$25.00) if said return is filed no more than forty five (45) days past due date. If return is filed more than thirty (30) days past due date, penalty is Fifty Dollars (\$50.00).
- Line 10B.** Add Interest. Taxes unpaid after they become due shall bear interest at the rate of one-half percent (1/2%) per month.
- Line 11.** Total Lines 9, 10A, and 10B. **Make check or money order payable to the Village of Ansonia.**
- Line 12.** Enter amount paid with this return.
- Line 13.** Difference between Lines 8D and 7. This is your overpayment. Indicate on this line if you want the amount credited for next year or a refund.

EXTENSIONS MUST BE FILED ON OR BEFORE DUE DATE

DECLARATION OF ESTIMATED TAX - A prepayment plan of the year following your final income tax return.

- 1. WHO May Make A Declaration of Estimated Tax for the next year** - Individuals, partnerships, corporations, or other entities having taxable income which will not be subject to withholding.
- 2. WHEN and WHERE to File Declaration** - The declaration for calendar year must be filed on or before April 15 with the Dept. of Taxation. All wage earners must file on a calendar basis. Fiscal year taxpayers shall file on or before the 15th day of the month following the end of their first quarter.
- 3. PAYMENTS of Estimated Tax** - Declaration payments are due on or before April 15th, July 31st, October 31st, and January 31st. Checks or money orders should be made payable to the Village of Ansonia.

INSTRUCTIONS FOR DECLARATION OF ESTIMATED TAX

- Line 1.** Enter total estimated income subject to income tax, then multiply by 1% of the amount shown on Line 1.
- Line 2A.** Enter the amount of overpayment shown on final return from last year.
- Line 2B.** Insert estimated income to be withheld from Ansonia and other Municipalities up to 1%.
- Line 2C.** Refers only to previous payments, if amending a previous estimate.
- Line 2D.** Total Credits from Lines 2A, 2B, and 2C.
- Line 3.** Net Tax Due, the difference between Line 1 and 2D.
- Line 4.** You may pay in full, or minimum payment of 25% of Line 3. **Attach check or money order payable to the Village of Ansonia for the AMOUNT DUE.**

Legible copies of each W-2 or 1099 and Federal Schedules must be attached to your return. Part year residents must include an employer produced statement showing actual wages earned while a resident. A return will not be considered "filed" unless the above mentioned are included.

File with
INCOME TAX DEPARTMENT
 P.O. Box 607
 Ansonia, Ohio 45303
 PH (937) 337-5005

Make Checks and Money Orders
 Payable to
 Ansonia - Income Tax

INCOME TAX RETURN - VILLAGE OF ANSONIA

Fiscal Period _____ to _____
 CALENDAR YEAR TAXPAYERS FILE ON OR BEFORE APRIL 15
 FISCAL and PARTIAL YEARS WITHIN 105 DAYS of end of period

Residency Status (check one)
 Resident
 Non-Resident
 Partial Year Resident
 From _____ To _____

Soc. Sec. # H _____
 Soc. Sec. # W _____
 Fed. I.D. # _____

Date of Move _____
 Present Address _____

Name of Landlord _____
 Address _____

IF ADDRESS IS INCORRECT, PLEASE MAKE CORRECTION

Name _____
 Address _____
 City, State Zip _____

- 1. Qualifying Wages and other employee compensation (**Attach all W-2's and 1099's**) ... \$ _____
- 2. Income Other Than Wages (Attach Appropriate Schedules) \$ _____
- 3. Adjustments From Schedule "X" (Back of Sheet) \$ _____
- 4. TOTAL INCOME (Total 1, 2 and 3) \$ _____
- 5. Amount Allocable to Municipality - If Schedule "Y" Is Used (Back of Sheet) %
- 6. Total Taxable Income (Line 1, 4 or 5) \$ _____
- 7. Municipal Tax Due (**Tax Rate -1% of Line 6**) \$ _____
- 8. Credits
 - A. Local City Tax Withheld \$ _____
 - B. Estimated Tax Paid and/or Credit \$ _____
 - C. Other City Tax Withheld (see paragraph 6 of Gen. Instructions) .. \$ _____
 - D. Total Credits Allowable (Total 8A,8B, 8C) \$ _____
- 9. Tax Due (Line 7 Less 8D) \$ _____
- 10. A. Penalty \$ _____
 B. Interest \$ _____
- 11. Total Amount Due (Make Check Payable to Village of Ansonia) \$ _____
- 12. AMOUNT PAID WITH THIS RETURN \$
- 13. Overpayment (Line 8D Less 7) ... \$ _____ **PAY THIS AMOUNT ↑**
 - A. Credited to Next Year's Tax \$ _____
 - B. Refunded \$ _____

NO REFUND GIVEN OR REMITTANCE DUE, IF LESS THAN \$1.00

DECLARATION OF ESTIMATED TAX FOR CALENDAR YEAR _____ to _____

- Computations of Estimated Tax
- 14. Estimated Taxable Income for Year \$ _____
 - 15. Estimated Tax Due \$ _____
 - 16. Less: Tax to be withheld and/or paid to another city \$ _____
 - 17. Balance of Estimated City Income Tax Due \$ _____
 - 18. Credits: A. Overpayments claimed on previous year's return \$ _____
 B. Total Credits (_____)
 - 19. Net Tax Due (line 19 less line 18B) \$ _____
 - 20. Amount of tax payment enclosed with this return Attach check for at least 22.5 percent of line 19 and 100 percent of line 12 \$ _____

(TAX OFFICE USE ONLY)

Paid _____

Balance Due _____

The undersigned declares that this return (and accompanying schedules) is true, correct and complete return for the taxable period stated.

Signature of Taxpayer or Agent _____ Date _____ Signature of Paid Preparer _____ Date _____

Title if Business Return _____ Street Address of Firm or Employer _____

Spouse (if filing Jointly) _____ Date _____ City _____ State _____ Telephone _____

Schedule W

Allowable Loss Carry Forward

**ATTACH W-2
HERE**

Year	Loss attributed to this municipality
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total	\$ _____

SCHEDULE X Reconciliation with Federal Income Tax Return

Items Not Deductible

- A. Federally deducted losses from IRC 1221 or 1231 Property dispositions..... _____
- B. 5% of intangible income reported in letter O, except that from IRC 1221 property dispositions..... _____
- C. Federally deducted taxes based on income..... _____
- D. Guaranteed payments or accruals to or for current or former partners or members..... _____
- E. Federally deducted dividends, distributions, or amounts set aside for, credited to, or distributed to REIT or RIC investors..... _____
- F. Federally deducted amounts paid or accrued to or for qualified self-employed retirement plans, health insurance plans, and life insurance plans for owners or owner-employees of non-C corporation entities..... _____
- G. Rental activities by partnership, S corp., LLC..... _____
- H. Other..... _____
- I. Total Lines A through H..... **\$ _____**

Items Not Taxable

- N. Federally reported income and gains from IRC 1221 or 1231 property dispositions except to the extent the income and gains apply to those described in IRC 1245 or 1250..... _____
- O. Federally reported intangible income such as, but not limited to interest, dividends and patent and copyright income..... _____
- P. Amount of Federal Tax Credits to the extent they have reduced corresponding operating expenses..... _____
- Q. IRC Section 179 Expenses..... _____
- R. Partnership, S corp., LLC charitable contributions..... _____
- S. Other..... _____
- T. Total Lines N through S..... **\$ _____**

Summary:

- 1. Federal taxable income before net operation loss and special deductions:..... _____
- 2. Add total from line I above: **+** _____
- 3. Less total from line T Above: **-** _____
- 4. Adjusted net income: **=** _____
- 5. Line 4 times 1% (Carry to line 3 page 1) _____

SCHEDULE Y Business Allocation Formula

	A. Located Everywhere	B. Located In this Municipality	C. Percentage (B divided by A)
Step 1. Actual cost of real and tangible personal property.....	_____	_____	_____ %
Gross annual rentals paid multiplied by 8.....	_____	_____	_____ %
Total step 1.....	_____	_____	_____ %
Step 2. Gross receipts from sales made and/or work or services performed.....	_____	_____	_____ %
Step 3. Wages, salaries, and other compensation paid.....	_____	_____	_____ %
Step 4. Total percentages.....	_____	_____	_____ %
Step 5. Average percentage (By number of percentages used).....	_____	_____	_____ %

Enter on line 5 page 1

Business Allocation Formula

SCHEDULE Y A Business allocation formula consisting of the actual cost of property, gross receipts and wages paid, may be used by business entities not required to pay tax on entire net profits, by reason of doing business both inside and outside the Municipal city limits. However, if the books and records of the taxpayer shall disclose with reasonable accuracy the net profit attributable to the Municipality, then only this portion shall be considered as having a taxable status in the Municipality.

SPECIAL NOTE: Sales and gross receipts in the Municipality (Step 2) mean:

- 1. All sales and tangible personal property which is shipped from the Municipality to purchasers outside the municipality, regardless of where title passes, if the taxpayer is not, through its own employees, regularly engaged in the solicitation or promotion of sales at the place where delivery is made.
- 2. All sales of tangible personal property which is delivered within the Municipality, regardless of where title passes, even though transported from a point outside the Municipality, if the taxpayer is regularly engaged through its own employees in the solicitation and the sales result from such solicitation or promotion.
- 3. All Sales of tangible personal property which is delivered within the Municipality, regardless of where title passes, if shipped or delivered from a stock of goods within the Municipality.

SCHEDULE Z

Income Other than Wages and Allowable Employee Business Expense

Schedule C line 31.....	\$ _____
Schedule E line 22.....	_____
Schedule F line 36.....	_____
Schedule K1 lines 1,2,3,5 and 7.....	_____
Form 4835 line 32.....	_____
Form 1099.....	_____
Form 1120 line 30.....	_____
Form 1120S line 21.....	_____
Form 1065 line 22.....	_____
Form 2106 line 10.....	_____ +
Schedule A line 23 _____ = _____ x	
Schedule A line 26 _____ = _____	(_____)

TOTAL (Carry to line 2 page 1)..... **\$ _____**
Attach copies of all forms and schedules.