

INSTRUCTIONS FOR PREPARING MUNICIPAL INCOME TAX RETURNS

Heading - Print your name, address, social security or federal identification number plainly or make necessary corrections if already printed. Indicate your residency status, including dates if you were a partial year resident of New Carlisle.

A. INCOME

Line 1 - is for wages earned as an employee. From your W-2 form(s), enter the total wages earned.

Line 2 - is the total of other income subject to the tax. Enter amounts from the appropriate federal schedules (enclose copies of schedules).

Line 3 - is the total of lines 1 & 2 (total taxable income).

B. TAX

Line 1 - enter one percent (.01) of line A.3.

Line 2 - enter all New Carlisle tax withheld by your employer. **DO NOT INCLUDE TAXES PAID TO OTHER CITIES.**

Line 3 - enter here the total of all estimated payments made to New Carlisle for this taxable year PLUS any credit from prior year(s) (the overpayment you indicated on the prior return to be credited against this year's tax).

Line 4 - is the total of Line B.2 and B.3.

Line 5 - Line B.1 less line B.4. The difference should be entered here. Remittance of this amount must accompany the return when filed. If this amount is less than \$1.00, you do not have to pay.

Line 6 - if line B.4 is greater than line B.1, the difference should be entered here. This amount will be transferred as a credit toward next year's tax unless you request a refund. No refund shall be made to any taxpayer until he or she has complied with all provisions of the Ordinance and has furnished all information required by the Tax Office. Refunds of \$1.00 or less are not made.

Taxpayers whose W-2's are marked "Various" or "All Cities" in the local tax withheld section, should request an itemized breakdown from their employer and attach it to the return.

Return white copy to the tax office and retain the yellow copy for your records.

DECLARATION OF ESTIMATED TAX

1. WHO MUST MAKE A DECLARATION:

- (a) EVERY RESIDENT of the City of New Carlisle, Ohio, who expects to receive taxable income, wherever earned. Filing is mandatory for all residents.
- (b) EVERY NON-RESIDENT of New Carlisle, who expects to receive taxable income, earned or derived within or from the City, from which the New Carlisle Income Tax will not be completely withheld.
- (c) EVERY BUSINESS ENTITY conducting activities or producing taxable income within or for the City.

2. PAYMENT OF ESTIMATED TAX: The estimated tax may be paid in full with Voucher 1, or must be paid in equal quarterly payments on or before April 15, July 31, October 31 and January 31. Fiscal year taxpayers must file quarterly installments three months, six months, nine months and twelve months after the beginning of their fiscal year. If tax status has changed, the tax payer has the privilege of amending this estimate with any quarterly voucher.

3. IMPORTANT: Interest and penalty will be assessed for failure to make quarterly estimated payments when due. Penalty is 1½% (one and one-half percent) per month, interest is ½% (one-half percent) per month.