

VILLAGE OF LOUDONVILLE

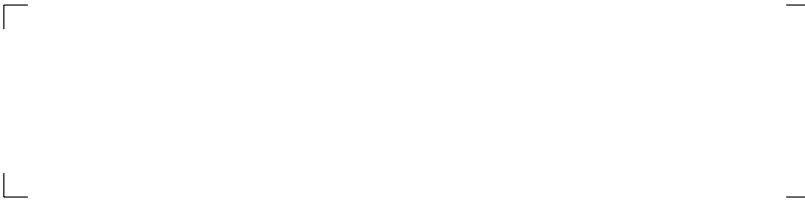
ADDRESS CORRECTION REQUESTED

INCOME TAX DEPARTMENT

156 N. WATER ST.
LOUDONVILLE, OH 44842

FIRST CLASS
U.S. POSTAGE
PAID
PERMIT NO. 80
LOUDONVILLE, OHIO

TAXPAYER: PLEASE CHECK NAME, ADDRESS AND SOCIAL SECURITY NUMBERS. PLEASE MAKE NECESSARY CHANGES



VILLAGE OF LOUDONVILLE INCOME TAX RETURN

FILING DEADLINE **APRIL 15**

BE SURE TO MAIL EARLY TO AVOID A LATE FILING PENALTY

EVERY RESIDENT WHO IS 16 YEARS OLD OR OLDER WHO IS EMPLOYED EITHER WITHIN THE VILLAGE OR WHO IS EMPLOYED OUTSIDE THE VILLAGE, WHETHER OR NOT VILLAGE INCOME TAX IS WITHHELD MUST FILE.



**LATE FILING FEE OF \$25.00 FOR RETURNS FILED AFTER
APRIL 15TH**

THIS FORM MUST BE COMPLETED AND RETURNED TO ENABLE THE TAX DEPARTMENT TO KEEP RECORDS UP TO DATE. ANY FORM NOT RETURNED ON TIME WILL BE CONSIDERED DELINQUENT AND SUBJECT TO \$25.00 MINIMUM PENALTY. ALL RETURNS MUST BE ACCOMPANIED BY W-2'S AND OR COPIES OF FEDERAL SCHEDULES WHERE APPLICABLE. IF NO LONGER A RESIDENT, CHANGE ADDRESS ON FRONT AND RETURN TO TAX DEPARTMENT.

PPI Graphics • Canton, OH • 330-454-9444 • 1-800-783-9596

C-266582 OF

Village of Loudonville Income Tax Department

NAME _____ SOC. SEC. # _____
SPOUSE _____ SOC. SEC. # _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
TELEPHONE # _____
SIGNATURE _____ DATE _____
SPOUSE _____ DATE _____

EXEMPTION FORM

YOU MAY NOT BE REQUIRED TO FILE A VILLAGE INCOME TAX RETURN NOW OR IN THE FUTURE. COMPLETE THIS FORM, RETURN IT TO OUR OFFICE BY APRIL 15TH, AND YOU WILL NOT BE CONSIDERED A DELINQUENT TAXPAYER.

EXEMPTION REASON:

- NON-RESIDENT FOR THE ENTIRE TAX YEAR. Date Moved: _____
- MY SOLE INCOME IS DERIVED FROM THE FOLLOWING SOURCE(S):
 SOCIAL SECURITY BENEFITS INTEREST INCOME ALIMONY
 PENSION DIVIDEND INCOME GENERAL RELIEF
- TAXPAYER DECEASED IN PREVIOUS YEAR. Date Deceased: _____

EXTENSIONS OF TIME TO FILE MAY BE GRANTED BY THE ADMINISTRATOR, FOR GOOD CAUSE. A COPY OF THE FEDERAL EXTENSION OR THE COMPLETED FORM BELOW MUST BE SENT TO OUR DEPARTMENT BY **APRIL 15TH TO BE VALID** THE EXTENSION DUE DATE FOR YOUR RETURN WILL BE THAT GRANTED BY THE I.R.S.

AN EXTENSION TO FILE IS NOT AN EXTENSION OF TIME FOR PAYMENT OF THE TAX DUE

APPLICATION FOR EXTENSION OF TIME TO FILE

- I REQUEST AN EXTENSION OF TIME UNTIL _____ 20____, TO FILE MY 20____ VILLAGE OF LOUDONVILLE MUNICIPAL INCOME TAX RETURN.
- HAVE YOU PREVIOUSLY REQUESTED AN EXTENSION OF TIME TO FILE FOR THIS TAX YEAR? ____ YES ____ NO
- EXPLAIN WHY YOU NEED AN EXTENSION _____

GENERAL INSTRUCTIONS FOR THE VILLAGE OF LOUDONVILLE INCOME TAX RETURN

- Every resident who is 16 years of age or older, once gainfully employed, even though no tax may be due, must file a return on or before April 15th.
- In addition to wages and salaries, other taxable income includes, but is not limited to, severance pay, sick & vacation pay, tax shelter plans, 401k plans, tips, bonuses, and any other compensation paid by an employer or employers before deductions of any kind, the net profits from the operations of a business, profession or other enterprise or activity.
- Losses from rental or business activity cannot be applied against wages.
- BEFORE MAILING YOUR RETURN:** SIGN AND DATE YOUR RETURN;
ATTACH COPIES OF W-2's, 1099'S AND APPLICABLE FEDERAL SCHEDULES
INCLUDE YOUR CHECK MADE PAYABLE TO VILLAGE OF LOUDONVILLE TAX DEPARTMENT
FOR THE AMOUNT OF TAX DUE (LINE 19).

VILLAGE OF LOUDONVILLE

2003 Income Tax Return

AUDITED BY _____

CALENDAR YEAR TAXPAYERS FILE ON OR BEFORE APRIL 15.
FISCAL AND PARTIAL YEARS, FILE WITHIN 4 MONTHS FROM END OF PERIOD.

THE INCOME TAX OFFICE IS LOCATED AT 156 N. WATER ST., LOUDONVILLE
PHONE 419-994-3282 FOR ASSISTANCE
MAIL RETURNS TO P.O. BOX 115, LOUDONVILLE, OH 44842

THIS RETURN IS FOR BOTH INDIVIDUALS AND BUSINESSES

FISCALS: TAXABLE PERIOD FROM _____ TO _____

IF THE ADDRESS CAPTION IS NOT CORRECT, PLEASE MAKE NECESSARY CHANGES

S.S.N./F.I.D.#
ACCOUNT #:

NAME:
ADDRESS:

TAX OFFICE USE ONLY

PAID WITH THIS RETURN

FINAL RETURN \$ _____

DECLARATION \$ _____

TOTAL REMITTANCE \$ _____

DATE RECEIVED _____

CASH CHECK MONEY ORDER PARTIAL PMT. NO PMT.

1. WAGES, SALARIES, TIPS & OTHER COMPENSATION (**Enclose W-2 Forms**)\$ _____
2. OTHER TAXABLE INCOME:
 - A. BUSINESS PROFIT (**Attach Federal Forms**) PAGE 2 SECTION A\$ _____
 - B. RENTAL INCOME (**Attach Federal Forms**) PAGE 2 SECTION B\$ _____
 - C. TOTAL OTHER TAXABLE INCOME (**Line A Plus Line B**) **Not less than zero**\$ _____
- NOTE: Business or rental losses may not be used to offset wages**
3. DEDUCT EMPLOYEE BUSINESS EXPENSE (**Attach Fed. 2106 Form**) PAGE 2 SECTION C\$ _____
4. TAXABLE INCOME (**Line 1 Plus Line 2C Less Line 3**)\$ _____
5. VILLAGE INCOME TAX DUE 1.75% OF LINE 4\$ _____
6. CREDITS
 - A. LOUDONVILLE INCOME TAX WITHHELD (Attach W-2's)\$ _____
 - B. INCOME TAX PAID OTHER MUNICIPALITIES (**Not To Exceed 1.75% Each W-2 Separately**) (Attach W-2's)\$ _____
 - C. OVERPAYMENT FROM PRIOR YEAR\$ _____
 - D. ESTIMATED TAX PAYMENTS AS OF JANUARY 15\$ _____
 - E. TOTAL CREDITS (**Add Lines A, B, C, D**)\$ _____
7. BALANCE TAX DUE, IF LINE 5 IS GREATER THAN LINE 6E (**Payment in full must accompany return**)\$ _____
8. PENALTY \$ _____ INTEREST \$ _____ PAGE 2 SECTION D\$ _____
9. AMOUNT DUE PAYABLE TO VILLAGE OF LOUDONVILLE (LINE 7 PLUS 8)\$ _____
10. OVERPAYMENT TO BE REFUNDED \$ _____ OR CREDITED \$ _____ TO NEXT YEAR ESTIMATE.

**NOTE: No refund will be made until next Declaration is filed.
No taxes or refunds of less than \$2.00 shall be collected or refunded.
Refunds cannot be made of taxes paid to other cities or villages.**

DECLARATION OF ESTIMATED TAX FOR YEAR _____ .

- | | |
|---|---|
| 11. Total income subject to Loudonville tax \$ _____ | 12. Loudonville tax @ 1.75%\$ _____ |
| 13. LESS TAX TO BE WITHHELD | |
| a. By a Loudonville Employer\$ _____ | |
| b. By an employer in _____ (name of city)\$ _____ | |
| 14. Balance estimated Loudonville tax (Line 12 less total of line 13)\$ _____ | |
| 15. Less Credits: | |
| a. Overpayment on previous year's return\$ _____ | |
| b. Previous payments if this is an amended declaration\$ _____ | |
| c. Other (Specify)\$ _____ | Total Credits \$ _____ |
| 16. Net tax due (line 14 less total of line 15)\$ _____ | |
| 17. Amount paid with this return (not less than 22.5% of line 16)\$ _____ | |
| 18. Balance of Tax\$ _____ | |

19. Total Amount Due (Line 9 plus 17)\$ _____

MAKE REMITTANCE PAYABLE TO: VILLAGE OF LOUDONVILLE TAX DEPARTMENT

I CERTIFY THAT I HAVE EXAMINED THIS RETURN (INCLUDING ACCOMPANYING SCHEDULES AND STATEMENTS) AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IT IS TRUE, CORRECT AND COMPLETE. IF PREPARED BY A PERSON OTHER THAN TAXPAYER, THE DECLARATION IS BASED ON ALL INFORMATION OF WHICH PREPARER HAS ANY KNOWLEDGE.

Signature _____

Date _____

Signature _____

Date _____

SECTION A		Attach appropriate schedules for Income from partnerships, business, estates, trusts, fees and other	
Received From	For (Describe)	Federal Form(s) Attached	Amount

TOTAL BUSINESS INCOME (If Schedule X, Y, or Z is not applicable — Total to page 1 line 2A) Enter Schedule Z Line 1 \$ _____

SECTION B	RENTAL INCOME FROM FEDERAL SCHEDULE E AND R
Attach copy of Federal Schedules. Total to page 1, line 2 B. Individuals cannot offset W-2 income by loss from business and/or rentals. Rental losses cannot be carried over from prior years.	

SECTION C	EMPLOYEE BUSINESS EXPENSE FEDERAL FORM 2106
NOTE: Loudonville recognizes this deduction only when the expense incurred applies to gross earnings that are in the jurisdiction of the Village. Example of Loudonville Jurisdiction: If your Village income tax withheld was paid to the Village of Loudonville by your employer, or if the Village tax on your earnings is due to be paid to the Village of Loudonville. Attach copy of federal schedule.	

SECTION D	INTEREST AND PENALTIES
NOTE: Interest is due at the rate of one percent (1%) per month or fraction thereof on the unpaid tax. Penalty of 10% is imposed on the amount due or \$25.00 whichever is greater. Minimum penalty for failure to file by April 15 th shall be \$25.00.	

SCHEDULE X. RECONCILIATION WITH FEDERAL INCOME TAX RETURN			
ITEMS NOT DEDUCTIBLE	ADD	ITEMS NOT TAXABLE	DEDUCT
a. Capital Losses (Excluding Ordinary Losses) \$ _____		n. Capital gains (Excluding Ordinary Gains) \$ _____	
b. Expenses incurred in the production of non-taxable income (at least 5% of Line Z) _____		o. Interest income (individuals only) _____	
c. Taxes paid to state and local municipalities _____		p. Dividends _____	
d. Net operating loss deduction per Federal Return _____		q. Other (explain) _____	
e. Payments to partners _____		_____	
f. Sick pay not included in Line 1 above _____		_____	
g. Contributions _____		_____	
h. Other expenses not deductible (Explain) _____		_____	
m. (Enter Schedule Z Line 2A) \$ _____		z. Enter Schedule Z line 2B \$ _____	

SCHEDULE Y	Business Allocation Formula		
USE ONLY IF NET PROFIT FROM LOUDONVILLE BRANCH IS NOT AVAILABLE	a LOCATED EVERYWHERE	b LOCATED IN LOUDONVILLE	c PERCENTAGE (b + a)
STEP 1. AVG. VALUE OF REAL & TANG. 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 (SEE INSTRUCTIONS)	_____	_____	_____ %
STEP 3. WAGES, SALARIES AND OTHER COMPENSATION PAID EMPLOYEES	_____	_____	_____ %
4. TOTAL PERCENTAGES			_____ %
5. AVERAGE PERCENTAGE (Divide Total Percentages by Number of Percentages Used).			ENTER SCHEDULE Z LINE 3B _____ %

SCHEDULE Z	
1. BUSINESS INCOME	\$ _____
2. A. ITEMS NOT DEDUCTIBLE (Schedule X, Line M)	Add \$ _____
B. ITEMS NOT TAXABLE (Schedule X, Line Z)	Deduct \$ _____
C. ENTER EXCESS LINE 2A or 2B	\$ _____
3. A. ADJUST NET INCOME (Line 1 Plus/Minus Line 2C) IF SCHEDULE X IS USED	\$ _____
B. AMOUNT ALLOCABLE TO LOUDONVILLE IF SCHEDULE Y STEP 5 IS USED _____ % OF LINE 3A	\$ _____
4. TAXABLE BUSINESS INCOME: LINE 3A or LINE 3B (Enter On Page 1 Line 2A)	\$ _____

VILLAGE OF LOUDONVILLE

INCOME TAX FORM INSTRUCTIONS

- Line 1: Enter the amount from box 18 of W-2. This section includes gross wages, salaries, tips, bonuses, commissions, and other compensations received BEFORE ANY PAYROLL DEDUCTIONS. Also included are payments into 401K and other voluntary payroll deductions. (These are taxable by the Village of Loudonville in the year they are earned even though they are non-taxable by the federal government until after retirement. If this section is blank, use box 5 or 3. The higher amount is the accurate figure to use.
- Line 2: A. Enter amount from appropriate Federal Form. Attach copy. SEE SECTION A ON PAGE 2 OF FORM.
B. Enter amount from Federal Schedule E and/or R. Attach copy.
C. Total A & B. NOT TO BE LESS THAN ZERO (0). Business and rental losses may not be used to offset wages.
- Line 3: Enter amount from Federal Form 2106. Attach copy. See section C on page 2 of form.
- Line 4: Line 1 plus Line 2 less Line 3.
- Line 5: Village Tax Due. 1.75% of Line 4.
- Line 6: A. From Local Income Tax (box 19) of W-2 if locality (box 20) is Loudonville.
B. From Local Income Tax (box 19) of W-2 if locality (box 20) is different from Loudonville. THIS AMOUNT IS NOT TO EXCEED 1.75% PER EACH W-2 SEPARATELY. A credit is allowed to Loudonville residents for the income tax paid to another municipality, limited to the amount of tax that would have been paid to the Village of Loudonville. (Persons, resident or non-resident, shall not be permitted to off-set any losses derived from business against any wages or payroll earnings outside of that business.) Credit is to be taken on each W-2 separately. If no municipal tax is deducted on a W-2, then taxes are owed on that W-2.
C. Enter any overpayment from previous year. Leave blank if credit was already taken on Declaration Payments.
D. Enter Declaration of Estimated Tax payments.
E. Total Credits, (Add Lines A, B, C, D)
- Line 7: Balance due, if Line 5 is greater than Line 6E. (Line 5 less Line 6E.)
- Line 8: For returns filed after April 15, interest of 1% per month of taxes due. Penalty of 10% of tax due or \$25.00, whichever is greater. Penalty of \$25.00 for returns filed after April 15 on which no tax is due.
- Line 9: Total Lines 7 & 8. Amount due for this years final tax return.
- Line 10: If Line 6E (credits) is greater than Line 5 (tax due), choose to have overpayment refunded or credited to next year's taxes. (Apply to Declaration below.)

****IMPORTANT INFORMATION ON BACK****

DECLARATION OF ESTIMATED TAX FOR YEAR

YOU MAY ESTIMATE THIS YEARS TAXES TO BE THE SAME AS LAST YEARS. WHEN LAST YEARS TAXES ARE FILED AND PAID IN FULL, ON OR BEFORE APRIL 15, AT LEAST 22¹/₂% OF YOUR ESTIMATED TAXES MUST BE PAID. THIS PAYMENT WILL COVER THE FIRST QUARTER OF THIS YEAR. THE SECOND QUARTER PAYMENT WILL BE DUE JULY 31, THIRD QUARTER DUE OCTOBER 31, AND FOURTH QUARTER DUE JANUARY 31. A NOTICE OF QUARTERLY ESTIMATED TAX DUE WILL BE MAILED THE FIRST OF JULY, OCTOBER AND JANUARY. A RETURN MUST STILL BE FILED ON APRIL 15. ANY ADJUSTMENTS WILL BE MADE AT THAT TIME.

DECLARATION INSTRUCTIONS

Line 11: Enter total estimated yearly income. (May be same as prior year.)

Line 12: Estimated tax due. 1.75% of Line 11.

Line 13: a. Enter amount of tax to be withheld by employer for Loudonville.
b. Enter amount of tax to be withheld by employer for other city. NOT TO EXCEED 1.75% PER EACH W-2 SEPARATELY.

Line 14: Line 12 less Line 13 a & b.

Line 15: a. Enter any overpayment from Line 10 of prior return.
b. Enter & specify other credits then total credits.

Line 16: Net tax due. Line 14 less Line 15 total.

Line 17: 22.5% of Line 16.

Line 18: Balance of tax due to be paid in 3 remaining quarterly installments.

Line 19: Total amount of all taxes due (Line 9 plus 17). Mail check or money-order to:

LOUDONVILLE INCOME TAX DEPARTMENT
P.O. BOX 115
LOUDONVILLE, OH 44842