

General Tax Return Instructions

The City of Perrysburg income tax ordinance, tax forms and instructions are available online at the Tax Division web pages on the city's website at www.ci.perrysburg.oh.us.

April 18, 2017 is the deadline to:

- File 2016 tax return and pay any balance due.
- File 2016 Federal extension form, if applicable, and submit extension payment if tax is due.
- Submit 2017 first quarter estimated tax payment.

Residents who lived in Perrysburg the entire year and whose sole source of taxable income consists of wages reported on a W-2 may use Form EZ or e-file at www.ci.perrysburg.oh.us. Note that e-filed returns are not considered valid until a signed copy of the return is forwarded to the Tax Division along with documentation of all reported income (W-2's).

- All residents are required to file a city return, whether or not tax is due. If you do not have taxable income and you receive a notice to file, please contact the tax office.
- Carefully read all instructions. Complete all applicable information in the upper portion of the return.
- Indicate whether you own or rent your residence. If you rent, provide the name and address of your landlord.
- In most cases, married couples should file a joint return with the city even if they file separately with the IRS.
- If your marital status has changed, if you have retired, or if you have moved in or have moved out of the city, notify the tax office in writing with the effective date of the change. Notice can be made on the annual return (include a brief statement about the change) or you may fax or email notification of any changes.
- A late filing penalty of \$25.00 is charged per month (maximum penalty of \$150.00) for filing your return after the due date.

Form P Instructions:

Line 1 Resident individuals should report total wages, salaries, bonuses, and other compensation received between January 1 and December 31, 2016. Non-residents working in Perrysburg who were not fully withheld for the City of Perrysburg by their employer should report compensation received while working in the city. In general, the larger amount in Box 5 or Box 18 on the W-2 is the amount subject to Perrysburg income tax. **Attach copies of all W-2's** showing wages in Box 5 and Box 18 and the related municipal taxes paid to the City of Perrysburg and to other municipalities.

Line 2 Resident individuals with Schedule C income and non-resident individuals who are sole proprietors or independent contractors doing business in the city should report net profit (or loss) from Federal Form 1040 Schedule C or C-EZ. **Attach Federal forms.**

Line 3 Resident individuals must report income from pass-through entities not already reported at the entity level, and farm income. **Attach all K-1's.** If you are reporting only one K-1 you may report total income on line 3 and adjustments on page 2 Schedule X. When reporting multiple pass-throughs, include Schedules K-1 income net of additions and deductions. Attach a statement showing the taxable income calculation for each K-1, the sum of which matches the total reported on line 3, and the calculation and tax return for credit claimed for taxes paid to other municipalities by the entities. Report any income from Federal Schedule F on this line.

Line 4 Resident individuals shall report royalty income (other than from intangible sources) and income from rents and leases. Resident individuals enter the total of amounts reported on line 21 from Federal Form 1040 Schedule E, Part 1. Non-resident individuals enter the total of amounts reported on line 21 of Schedule E for Perrysburg rental properties only. Non-resident businesses whose rental activity does not constitute a business or profession shall enter the net profit generated from rental of the Perrysburg property that is not reported elsewhere.

Line 5 Include other miscellaneous income such as lottery winnings and Federal Form 1099-MISC. Do not include government-paid unemployment, interest, dividends, Form 1099-R income, pensions, Social Security benefits or alimony.

Line 6 Resident partnerships and partnerships operating less than 100% in the City of Perrysburg must report at the entity level. Tax is imposed on Adjusted Federal Taxable Income (AFTI) to the extent the business income is attributable to Perrysburg determined by using the business apportionment formula from Schedule Y on page 2 of Form P.

Line 7 C Corporations federal taxable income from business entities is reported on this line. Report federal income before net operating loss (NOL) and special deductions. The extent of business income attributable to Perrysburg is determined by using the business apportionment formula from Schedule Y on page 2 of Form P.

Line 8 Additions to business income from Section A of Schedule X on page 2 of Form P

Line 9 Deductions from income for individuals (lines 27 and 28) and businesses from Section B of Schedule X on page 2 of Form P. **Part-year residents** may have income earned while living outside Perrysburg, which is included on line 1. Enter the amount earned before moving to Perrysburg or after moving from Perrysburg on line 28 and attach evidence and a statement of how the deduction was calculated. If you itemize your deductions on Federal Form 2106 and deduct expenses on line 21 of Federal Schedule A, you may deduct the amount of these expenses, to the extent these expenses exceed 2% of your Federal adjusted gross income. You must attach your Form 2106, Federal 1040 and Schedule A. Expenses can be deducted only if they were incurred to produce income that is taxable by Perrysburg.

Line 10 Add amounts on lines 1G through line 9 with the following exception. Business losses (Schedules C, F, K-1, and Form 4797) and rental losses (Schedule E and Form 4835) are not permitted to be netted against wages and other income to reduce taxable income. All business, rental and farm profits and business, rental and farm losses can be netted together, but if the net result is a loss, it must be carried forward to future years and only in accordance with the loss carry-forward provisions of Section 718.01 of the Ohio Revised Code.

Line 11 Non-resident business filers and resident C Corporations, Partnerships, and S Corporations may insert allocation percentage from Schedule Y on page 2. Multiply line 10 by this percentage to arrive at Perrysburg taxable income.

Line 12 Enter as a negative the loss carryforward. The carryforward loss is limited to most recent five years and other limitations per Section 718 of the Ohio Revised Code. Business losses may not offset wages.

Line 13 Enter amount on line 10, or, if applicable, line 11 net of line 12.

Line 14 The tax liability is 1.5% (or .015) of the amount on line 13.

Line 15 Enter credits or payments as described on Form P. Credit for tax withheld and paid to another municipality is limited. Residents should review the worksheet on page 3 of Form P for the calculation of other city tax credit. Reduce tax paid and credit in 15(b) if you received a non-resident refund (NRR) or refund from your work city for 2106 expenses. Attach a copy of the work city NRR form or return.

Line 16 Enter balance due, or if total of payments and credits on line 15x exceed tax on line 14, complete line 17. Amounts less than \$10.00 will not be refunded, billed or carried forward.

Line 17 Enter amount of overpayment to be credited to next year's tax liability and/or the amount of overpayment to be refunded. Amounts less than \$10.00 will not be refunded, billed or carried forward.

Individual returns should include, if applicable:

1. **Copies of all W-2's** showing amounts in Box 5 as well as copies showing Perrysburg city and/or other municipal income tax withholding amounts reported in Boxes 18-20 for which you are claiming credit on lines 15(a) and/or 15(b).
2. **W-2G's** for lottery and gambling winnings, etc.
3. **1099-MISC** (except 1099-R, 1099-Int, 1099-Div, or 1099-G).
4. **Applicable Federal schedules:** Federal Schedules C, E, F, K-1 as well as Forms 4835, 4797; Form 2106 along with your Form 1040 and Schedule A.
5. **Part-year residents:** submit pay statements or documentation supporting part year income and credit calculation.
6. **All other municipal tax returns** for taxes paid to other cities (other than tax withheld by your employer and reported on your W-2 forms).

Business net profit returns should include:

1. A copy of IRS Form 1120, 1120A, 1120S, 1065, or Schedule C with schedules that support income and expenses.

Sign your return – Declaring that your return is true, correct and complete (**check the box provided next to the signature line to authorize us to communicate directly with your preparer**).

If you owe more than \$10.00, enclose payment with your return for the amount due or submit payment via credit card at www.officialpayments.com (a 3% convenience fee is charged). Taxpayers may submit their first quarter tax estimate along with their tax return payment. You may file early and delay payment until the due date as long as the tax is paid no later than the due date. Late payment penalty and interest will be charged on tax paid after the due date.

Make check or money order payable to: City of Perrysburg Tax Commissioner. Write your city file number, tax year and description of payment in the memo section of your check.

Mail your return with payment to: City of Perrysburg Income Tax, **PO Box 490**, Perrysburg, OH 43552-0490.

Mail your return with refund request to: City of Perrysburg Income Tax, **PO Box 428**, Perrysburg, OH 43552-0428.

Mail all other returns to: City of Perrysburg Income Tax, 201 West Indiana Avenue, Perrysburg, OH 43551.

Quarterly estimated tax payments are required

Taxpayers with an annual net tax liability which exceeds \$200.00 are required to submit quarterly estimated tax payments. Penalty and interest will be assessed for failure to pay sufficient and timely quarterly estimated tax payments. The late payment penalty is 15% and interest is applied at 0.50% per month for the 2017 tax year.

Ohio Revised Code **Safe Harbor Rule** - Residents who were not domiciled in Perrysburg the first day of January of the calendar year are exempt from penalty and interest charges resulting from failure to submit payments of estimated tax.