

INCOME TAX INFORMATION

GENERAL INFORMATION

Please contact (937) 847-6462 for further information or Fax (937) 847-6470

WHO MUST FILE -

Any person who receives this package must respond. If your income is fully withheld, attach W-2's and return to us. Any person who receives income from within the city that is not fully withheld upon (less than 1.75%); any person who has a business, profession or rental income (or loss) within the city: any person who resides in Miamisburg but has income that is not withheld upon by another municipality at 1.75% or more; any resident who has income, business, profession or rental income which is not subject to other city tax. If you are retired or have no taxable income, you may complete Section A and return to us.

UNDER AGE 18 -

If Miamisburg tax was withheld, attach W-2's, copy of birth certificate or driver's license, pay stub or employer statement showing year to date gross wages as of 18th birthday, and submit for refund. If under 18 and no Miamisburg tax was withheld, complete section A and submit.

PART YEAR RESIDENT -

All income earned in Miamisburg is fully taxable and reportable. All other income earned while a resident is reportable. Proration of income results in proration of other city credits. Include copy of pay stub or employer statement showing wages as of date of move. Calculations must be supported by documentation.

EXTENSIONS -

Extension request (copy of Federal Extension) must be received by original due date with payment in full of any tax deemed to be due. The Ordinance makes no provision for extension on the current year estimate, which must be filed and paid by the original due date.

OPERATING LOSSES -

Partnerships are reportable on this return only when the partnership is located outside Miamisburg, and is not reportable to another municipality that has a tax rate equal to or greater than Miamisburg. An individual who operates two or more sole proprietorships, rentals, or farms may offset them against each other to arrive at a total reportable net profit or loss. A net loss cannot be used to offset W-2 income or other compensation.

SUPPORTING DOCUMENTS-

Documentation is necessary to verify all amounts of taxable or non-taxable incomes, expenses and deductions, as applicable. Federal schedules, forms, W-2's, 1099's, etc. are necessary for your return to be accepted.

AMENDED RETURNS -

An amended return is needed for any year in which an Amended Federal Return is filed or in which your Federal tax liability has changed. An amended return must be filed within ninety days of the filing of any amended Federal return.

PAYMENT METHOD -

Payment in full is required. You may pay by cash (in person), MasterCard/VISA (in person), check, or money order.

BUSINESS ENTITIES -

Business entities that are required to file as such must use a Business Income Tax Return. Business entities include (but are not limited to) corporations, S-corporations, partnerships, limited liability companies, limited liability partnerships, etc.

TAXABLE INCOME

1. Wages, salaries and other compensation.
2. Bonuses, stipends and tip income.
3. Commissions, fees and other earned income.
4. Sick pay.
5. Employer supplemental unemployment benefits (SUB pay).
6. Strike pay.
7. Vacation pay.
8. Employee contributions to retirement plans & tax deferred annuity plans (including Sec. 401k, 403b, 457b, etc.)
9. Profit sharing.
10. Contributions made on behalf of employees to tax deferred annuity programs.
11. Uniform, automobile, moving & travel allowances.
12. Reimbursements in excess of deductible expenses.
13. Employee contributions to costs of fringe benefits.
14. Employer provided educational assistance, taxable to the same extent as for federal taxation.
15. Employer paid premiums for group term life insurance over \$50,000.00.
16. Compensation paid in goods or services or property usage. Taxed at fair market value.
17. Income from wage continuation plans (including retirement incentive plans & severance pay).
18. Income from guaranteed annual wage contracts.
19. Prizes and gifts connected with employment.
20. Effective March 17, 2009. Gambling winnings totaling \$5,000 or more including prizes, gaming, wagering, lottery, etc. (No Loss Offset)
21. Director fees.
22. Income from jury duty.
23. Executor fees.
24. Union steward fees.
25. Income from partnerships, estates or trusts.
26. Net profits of businesses, professions, sole proprietorships, etc.
27. Net rental income.
28. Farm net income.
29. Ordinary gains as reported on federal form 4797.
30. Stock Options

NON-TAXABLE INCOME

1. Interest or dividend income.
2. Welfare benefits.
3. Social Security.
4. Retirement income from qualified pension plans.
5. State unemployment benefits.
6. Worker's compensation.
7. Proceeds of life insurance.
8. Alimony.
9. Active duty military pay. (includes Reserve/National Guard)
10. Earnings of persons under 18 years of age.
11. Capital gains.
12. Patent and copyright income.
13. Royalties derived from intangible property.
14. Annuity distributions.
15. Health & welfare benefits distributed by governmental, charitable, religious or educational organizations.
16. Compensatory insurance proceeds derived from property damage or personal injury settlements.
17. Income from election day poll work under \$1,000.00.

Above lists are not all-inclusive. For items not listed contact the Income Tax Dept. for clarification. Phone (937) 847-6462.

INSTRUCTIONS

HEADING - Print your name, address, and Social Security number plainly or make needed corrections if already printed.
If you have moved, indicate date of move, present address and old address.

SECTION A - If you have reviewed the taxable/non-taxable income listings and your only source of income is non-taxable, or if any of the exemptions apply and you have no taxable or reportable income, complete Sections A and C only. If you have taxable income, you must complete Section B.

SECTION B - List each W-2 separately. Attach a separate sheet if necessary. For each W-2, enter the employer's name, the city where work was actually performed, the amount of Miamisburg tax withheld, credit for other city tax withheld (see instructions for line 5B below). Attach all W-2's (Photo copies acceptable).

Line 1 - Add the totals in each column and enter in the appropriate boxes.

Line 2 - Enter the total of all other income, from reverse of tax form (worksheet). All schedules and/or 1099's must be attached.

Line 3 - Add lines 1 and 2. This is the amount of income subject to tax.

Line 4 - Multiply the amount of line 3 by 1.75% (.0175).

Line 5 - Credits

A refund of other city tax withheld may impact your Miamisburg liability.

5A - Enter total Miamisburg tax withheld.

5B - Enter a credit for the total taxes you paid to other cities on the income you have reported on this return. **DO NOT ENTER THE ACTUAL AMOUNT OF TAX YOU PAID.** You must calculate your credit by using the following steps:

STEP 1 - If all your income was earned in a city with a tax rate of less than 1.75% or equal to 1.75%, your credit is the amount of tax that was withheld (provided the amount withheld was correct).

STEP 2 - If your income was earned in a city with a tax rate that is greater than 1.75% (Dayton, Oakwood, etc.), determine what portion of your city W-2 wages had tax withheld at the greater rate. Then multiply that part of your W-2 wages by 1.75% to find your credit. This step must be completed for each W-2. Please note that for both steps 1 and 2, if income has been pro-rated, credits must also be pro-rated.

5C - Subtotal of credits. Add totals from 5A and 5B.

5D - Total Estimated Tax Payments that YOU paid.

5E - Prior year overpayment that you have carried forward for use on this tax return. **Do not include amounts refunded to you.**

5F - Add 5C, 5D & 5E. This is your total credit.

Line 6 - Subtract line 5F from line 4. If line 4 is greater than line 5F, you have a balance due. Payment in full is due by Federal April due date.

Line 7 - If line 5F is greater than line 4 you have an overpayment of tax. Indicate whether you prefer to credit this to next year or have this overpayment refunded. Allow 90 days for the processing of the refund requested.

Line 8 - Late payment and/or late filing will result in the assessment of penalty / interest / late charges. Contact our office for appropriate rates.

Line 9 - Tax Balance due. Line 6 plus line 8.

SECTION C - Sign and date.

Make Checks Payable To: City of Miamisburg