GENERAL INFORMATION

Who Must File
All corporations, partnerships, trusts, estates or other entities conducting business in, performing services in, or deriving income (or loss) from activities in the City of Miamisburg/associated JEDDS.

Partnerships, joint ventures, associations or other businesses owned by two or more persons and conducting business in Miamisburg/associated JEDDS are required to file returns on an entity basis.

This form is for use by Business entities only. Individual residents, or non-residents having Miamisburg/associated JEDDS income (or losses), who file as sole proprietors, use Federal Schedule C, or have other types of income must use an individual form.

Amended Returns
An amended return is necessary 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 date of any amended Federal return and must include a copy of the Amended Federal Return.

Extensions
Extensions are not granted on an automatic basis.

An extension of time to file does not give you an extension of time to pay. Interest will be assessed on any tax balance remaining due after the original due date.

The Ordinance makes no provision for extension on the current year's estimate, which must be filed and any amount due paid by the due date.

Make request for extension on or before the Federal April due date or 4 months after fiscal year end. Federal extension accepted.

Operating Losses
Although Federal law permits the carry-forward or carry-back of certain operating losses, such losses may not be carried forward or backward under the provisions of the applicable Income Tax Ordinance.

Penalty and Interest
Penalty and interest are assessed on any unpaid tax liability after the due date of the return.

Penalty - 1% per month, or 10%, whichever is greater.

Interest - .75% per month.

Supporting Documents
Documentation is necessary to verify all amounts of taxable or non-taxable incomes, expenses and deductions, as applicable.

Additional forms, schedules or computations may also be needed to support your city return in certain circumstances.

When and Where to File
Returns must be filed on or before the Federal April due date or within 4 months after the fiscal year end with the City of Miamisburg Income Tax Department, 10 N. First St., Miamisburg, OH 45342.

Any tax due must be paid when filed. Checks or money orders should be made payable to City of Miamisburg and should accompany this return.

Incomplete returns or returns received without signatures or without proper supporting information may not be accepted; thereby creating potential penalty or interest assessments or delays in refund processing.

INSTRUCTIONS

Name and Address
Complete the name and address information, and federal employer identification number where requested. Indicate the type of business entity and attach explanation if "other' is indicated.

Line 1: Total taxable income from Federal Form 1120, 1120S, 1065 or appropriate federal schedules. Schedules and supporting documentation must be attached. Pass through entities are required to file municipal/JEDD tax as a C Corp using AFTI calculation (ORC 718.01)

Line 2 and Line 3: Use Schedule X to reconcile federal taxable income to entity taxable income, when necessary. Schedule X adjustments should be included on Lines 2 and 3.

Line 4: Combine amounts on Lines 2 and 3 and show the excess on Line 4. Show negative amounts in parentheses.

Line 5: Total taxable income plus or minus Schedule X adjustments.

Line 6: Amount allocable to Entity (from Schedule Y computation). The Business Apportionment Formula, Schedule Y is used to compute the portion of net profits allocable to Miamisburg/associated JEDDS when business is conducted both inside and outside of the taxing entity. A business apportionment formula consisting of the average of property, net 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 of the taxing entity.

Line 7: Amount of income subject to the Income Tax is computed by multiplying Line 5 by percentage on Line 6, if applicable.

Line 8: Entity Tax Due - Line 7 multiplied by 1.75% (.0175).

Line 9: Show total estimated payments made.

Line 10: Prior year overpayment is amount of tax overpaid in prior year, not refunded, but transferred for use on the liability for this year.

Line 11: Add Lines 9 and 10 for total credits.

Line 12: Subtract Line 11 from Line 8 to compute the balance of tax due. If Line 11 is more than Line 8, proceed to Line 13.

Line 13: If Line 11 is more than Line 8, then an overpayment exists. Enter the overpayment on Line 13.

Line 14: If Line 13 is $1.00 or more then you may have the overpayment applied to next tax year or refunded. Indicate your choice on Line 14. No indication will result in an overpayment credit to next tax year. Refunds will be processed in order of date received and mailed within a maximum of ninety days of receipt of a complete return.

Signature- The tax return must be signed and dated.

If someone other than the taxpayer completes this return, sign as preparer and show address and Federal Identification Number. Indicate by checking yes or no if we may contact your tax preparer regarding this return.

Tax preparer telphone number is requested.

ACCOUNT INFORMATION UPDATE
Complete this form annually to provide our office with current information.

ASSISTANCE
If you have any questions, please contact the Income Tax Department. Office hours are 8:00 A.M. to 5:00 P.M. Monday through Friday. Phone: (937) 847-6462, Fax: (937) 847-6470.