

READ ALL INSTRUCTIONS CAREFULLY BEFORE FILLING OUT YOUR PORT CLINTON TAX RETURN

GENERAL INSTRUCTIONS

1. MANDATORY FILING and WHO MUST FILE

Every person 18 years of age and older who is a resident (temporary or permanent) of Port Clinton and who receives salaries, wages, commissions or other compensation for work done or service rendered or performed, MUST file a tax return whether the tax is withheld or not, and whether he or she has taxable income or not.

Non-residents of the City of Port Clinton who receive salaries, wages, commissions or other compensation for work done or service rendered or performed within the City of Port Clinton if NOT covered by a withholding plan MUST file a tax return.

Every business entity (individual, proprietorship, partnership, professional, corporation, etc.) whether a resident or non-resident who conducts business within or for the City of Port Clinton MUST file a tax return whether or not there is tax due. (Exception: Taxpayers who have established non-filing status with the Port Clinton Tax Department, i.e. retiree with pension & investment income only.

2. FILING DATE

Return MUST be filed or post marked by the Federal due date or within 4 months after the close of a fiscal year to avoid penalty and interest.

3. EXTENSIONS

The extension **MUST** be filed by the regular due date of your return. Request for an extension must be in writing (copy of federal extension or through the Ohio Business Gateway is acceptable). **EXTENSIONS OF TIME ARE NOT EXTENSIONS TO PAY AND ANY TAX DUE WILL BE CHARGED INTEREST AND IF APPLICABLE PENALTIES FROM THE ORIGINAL DUE DATE.**

4. TAX RATE

One and one half percent (1.5% or .015).

5. LOSSES

Net operating losses allowed only in the year they occur or accrue. NO losses may be deducted from W-2 income.

6. PENALTIES

INTEREST is charged at the rate of 1.5% per month on all past due tax. PENALTY is charged at the rate of 1.5% per month on all past due tax. LATE FILING PENALTY is \$50.00 for filing tax return after due date.

UNDERPAYMENT PENALTY IS \$50.00 if you:

- (A) Failed to file the Declaration of Estimated tax
- (B) Failed to pay quarterly payments according to Declaration
- (C) Failed to pay 90% of the total tax liability due
- (D) or Failed to pay 100% of previous year's tax.

7. SUPPORTING DOCUMENTS TO BE ATTACHED

W-2(s), 1099(s), Schedule C, Form 1120, Form 1065 with K-1(s), Form 1120-S with K-1(s), Schedule E and all other documents to substantiate information on your tax return. Your return is legally INCOMPLETE and considered NOT FILED without ALL supporting documents. An incomplete return may be returned to the taxpayer. 2106 Filers must submit complete Form 2106, Form 1040 and Schedule A and are subject to a 2% limitation on Port Clinton taxable income.

8. SIGNATURE

Return MUST be signed by Taxpayer and Spouse (if filing jointly). An unsigned return is an INCOMPLETE return.

9. PAYMENT

Make your check payable to CITY OF PORT CLINTON, TAX DEPT. (No payment collected if less than \$5.00). Write one check for each individual account return. Unpaid balances after April 15 are subject to Interest/Penalty of 1.5% per month or fraction thereof. Section 12 of this Ordinance carries a fine of not more than \$500.00 and/or imprisonment of 6 months if found guilty of failure or refusal to file a tax return and/or non-payment of any taxes due.

10. REFUNDS

Persons under 18 years of age for any part of the year, who had Port Clinton City tax withheld, may file a return for a refund. A copy of birth certificate will be needed for proof of age.

INSTRUCTIONS FOR FILLING OUT RETURN FROM W-2(S)

- A. Indicate calendar year or fiscal year
- B. (1) Social Security number of taxpayer
(2) Social Security number of spouse
- C. Name, address, city, state and ZIP
- D. (1) Moved into City of Port Clinton? Give date.
(2) Moved out of City of Port Clinton? Give date.

Line 1. Total all W-2(s) and list total on line 1. **(The greater of box 5 or 18)**

Line 2. Additions or Subtractions from page 2, line E.

Line 3. Total of lines 1 & 2.

Line 4. Multiply line 3 total by 1.5% (.015) and list on line 4.

Line 5. (A) List total of Port Clinton withheld tax (box 19) from W-2(s).

(B) List total of estimated tax paid and/or past year overpayment.

(C) List total tax paid to other cities, each limited to 1%.

(D) List total of lines 5(A), 5(B) and 5(C).

Line 6. Subtract line 5(D) from line 4, record total on line 6.

Line 7. (A) \$50.00 underpayment; place check mark in front if:

*failed to file a Declaration of Estimated Tax when income tax of \$50.00 or more is due for year and there is no means of withholding.

*Non-payment of estimated taxes by due dates.

*failure to pay 90% of tax liability due by January 31 of following year.

**Exception: If 100% of last year's tax has been paid.

(B) 1.5% Penalty per month – calculated on tax due after April 15.

(C) \$50.00 failure to file timely (April 15 due date, fiscal year 4 months after close)

(X) List Total 7(A), 7(B), 7(C)

(D) 1.5% interest per month – calculated on tax due after April 15.

Line 8. Total line 6, line 7(X) and 7(D): list total on line 8.

Line 9. Would be used for a credit for next year or refund if an over payment was indicated on line 8.

NON-TAXABLE INCOME

Dividends, Involuntary conversions, Military pay (Active Duty), Poor relief, human services, Pensions, Alimony, Annuities distributions, State unemployment benefits, Royalties, Gifts, Medicare distributions, Revenue from intangible property, Interest, Inheritances, Disability, Income earned under 18 years of age, Scholarships, Sub pay, Social Security distributions, Income from qualified pension plans, Capital Gains, Patents & copyrights, Workmens Compensation, Cafeteria Plans (Section 125), Compensatory insurance proceeds derived from property damage or personal injury settlement. The income of Religious, Fraternal, Charitable or other Non-Profit Organizations.

TAXABLE INCOME

Prizes, Rental Income, Lottery winnings, Jury duty pay, Strike pay, Incentive pay, Farm net income, Bonuses, Stipends, Vacation pay, Tips, Wages, salaries, other compensation, Commission, other earned income, Rental personal property, Salary/Wage continuation income, Sick pay (including 3rd party), Cash in lieu of cafeteria plans, Stock options (taxed when exercised usually values at market price less option price on date the option is exercised). Net income of business, profession, sole proprietor, partnership, corporation. Contributions to IRA, Keogh, 401K, 403b, 457b, HR-10, other retirement programs and annuities, Employer paid premiums for group insurance premium over \$50,000, Property in lieu of cash (taxed at fair market price), Income earned, received or accrued 1099-MISC income from non-employee compensation, medical and fish proceeds, Ordinary gains as reported on federal form 4797, Other compensation for work done or services rendered or performed, Employee retirement plans and tax deferred annuity plans, Dismissal or severance pay (including retirement incentive plans), Supplemental unemployment compensation benefits, Disqualifying disposition of an incentive stock option, Fees, Directors Fees, Executors Fees.

GENERAL INSTRUCTIONS FOR DECLARATION OF ESTIMATED TAX

WHO MUST FILE

All Port Clinton residents, residential businesses and other persons or businesses performing services and/or conducting business in the city of Port Clinton who are not subject to withholding are required to file a Declaration of Estimated Port Clinton City Tax if \$50.00 or more City tax is expected to be due by year's end.

WHEN TO FILE

The Declaration of Estimated City Income Tax and the first quarter payment (at least 22.5% of tax) due by April 30 or within four months of the start of the fiscal period.

PAYMENTS

First Quarter payment due with Declaration (April 30).

Payment vouchers will be sent for other quarters

INDIVIDUALS

Second Quarter payment due by July 31, minimum due 45% of estimate.

Third Quarter payment due by October 31, minimum due 67.5% of estimate.

Fourth Quarter payment due by January 31, minimum due 90% of estimate.

NON INDIVIDUALS

Second Quarter payment due by June 30 or 6 months after the start of the fiscal year, minimum due 45% of estimate.

Third Quarter payment due by September 30 or 9 months after the start of the fiscal year, minimum due 67.5% of estimate.

Fourth Quarter payment due by December 31 or 12 months after the start of the fiscal year, minimum due 90% of estimate.

90% REQUIREMENT

A Declaration of Estimated Tax which is less than 90% of taxpayer's tax liability shown on the final return shall NOT be considered filed in good faith. The difference of income tax shall be subject to penalty (1.5% per month) and interest (1.5% per month).

ADDED PENALTY

\$50.00 is due if any of the following apply:

- a. Non-filing of a Declaration of Estimated Tax
- b. Non-payment of estimated tax due ON THE DATES LISTED ON THE FORMS
- c. Failure to pay 90% of tax liability due, by January 31, of the following year

One exception: If you have paid 100% of last year's city income tax.

AMENDMENT

You may adjust the Declaration of Estimated City Income Tax and the quarterly payment on any quarterly statement whenever conditions warrant it.

HOW TO COMPLETE YOUR DECLARATION ON ESTIMATED PORT CLINTON INCOME TAX

- A. Indicate the calendar year or your fiscal year
- B. Calculation of estimated income tax
 - Line 10. Enter the total estimated income subject to Port Clinton Income tax multiplied by 1.5% of the amount shown on line 10.
 - Line 11. Withholding Tax Credits:
 - A. Enter tax to be withheld and remitted by employer to Port Clinton.
 - B. Enter tax to be withheld and remitted by employer to another city at that city tax rate, but not to exceed 1% of income earned in that other city.
 - C. Enter the total of lines 11A and 11B.
 - Line 12. Enter the difference between line 10 and 11C.
 - Line 13. Enter 22.5% of the amount shown on line 12, unless Declaration is for less than 12 months, in which case, prorate for the number of remaining quarters in the tax year.
 - Line 14. Enter the amount of overpayment, if any, shown on final return from last year or, if you are amending a previous estimate, indicate the amount paid on such estimate to date.
 - Line 15. Enter the amount being paid with this Declaration.