

City of Tallmadge Individual Income Tax instructions for the Tax year 2008

Please read instructions before starting

WHO MUST FILE:

All Residents - All persons eighteen (18) years or older living in Tallmadge, whether or not they have taxable income.

Nonresidents - Persons earning income in Tallmadge from which the tax is not fully withheld. Anyone having rental activity or business within the city.

All Part-Year Residents - Persons who lived only a portion of the tax year in Tallmadge must file a return. Income, deductions and credits can be allocated on a pro rata basis only if actual income figures (paycheck stub or statement from employer) are not available.

WHO DOES NOT HAVE TO FILE?

Minors Under Age 18

Retirees With No Taxable Income - However, you must file a return to inform this department. (If you receive a form, you are not on retirement status).

FILING INFORMATION

Due Date: All returns must be filed before midnight, April 15th, following the close of the calendar year. An extension may be granted if a copy of a valid federal extension is received in the tax office prior to the tax deadline and no past tax returns or money is due. An extension is a request to file after the due date, not an extension to pay.

Taxable Forms: W-2, 1099 MISC, Federal C,E and F

Non-Taxable Forms: 1099-R, 1099-INT and 1099 DIV

Non-taxable Income: interest, dividend, welfare benefits, social security benefits, qualified pension benefits, state unemployment, worker's compensation, insurance proceeds, alimony, military pay, child support, retirement income.

Line by Line Instructions Income

1A. W-2 income and tip only. To calculate this figure, add the medicare dollar amount (this should include amounts going to deferred compensation programs) on each of the W-2 forms for you and your spouse. Attach a copy of each W-2.

1B. Deductions allowed are:

Taxpayers under age 18. All persons (resident or non-resident) under the age of 18 are exempt from taxation. The amount placed on line 1B should be all wages earned in the current tax year up to the individuals 18th birthday. Any wages earned after your 18th birthday are taxable. **Please provide calculations of income or copy of year to date pay stub before 18th birthday. Attach proof of age.**

Non-resident deduction. If you prorate your income, you must also prorate your withholding. Please provide calculations

Employment expense. Enter portion of Form 2106 expense pertaining to income earned in Tallmadge or earned in a locality with a tax rate less than 2%. If tax rate is less than 2%, only include non-taxed portion of Form 2106.

1. If there is no other income enter the dollar amount on line 1 and on line 3, and proceed with the instructions. If you have other income continue with instructions for line 2A.

2A. Include Rental Income from properties located within the city and for rental property in communities that do not tax at the 2% rate. You must include a copy of the Federal form Schedule E. If loss, enter 0.

2B. All Sole Proprietorships must file on this form. You must attach a copy of the Federal form Schedule C or F. If loss, enter 0.

2C. Losses, Prior years. Enter the amount of the losses that are available from prior years. Attach documentation. (Limited to 2 years prior to 2004.)

2D. Total Business Income. Combine lines 2A + 2B minus 2C and enter the difference on this line.

2E Miscellaneous Income. Includes but not limited to the following types of taxable income: prizes, lottery and gaming winnings (losses are not

deductible), compensation paid in the form of property, jury duty, ordinary income portion from stock options, ordinary gains from 4797, college and university student income. Attach documentation.

2. Total for Other Income. Combine lines 2D and line 2E. Enter the total.

3. Net Taxable Income. Combine lines 1 and 2. Enter the Total.

4. Tax due. To calculate your Tallmadge Income Tax, multiply the amount on line 3 by 2 percent (line 3 X .02)

Credits/Payments

5A. Tallmadge W-2 Income. To calculate this amount, add all of the Tallmadge income tax that has been withheld by the employer. This amount is shown on the W-2 (Make sure the W-2 indicates Tallmadge).

5B. Taxes withheld and paid to other localities. Enter total of column 3 from W-2 worksheet table on back of return. Tallmadge allows a tax credit for taxes withheld and/or paid to another locality (including JEDD) up to but not more than 2% THIS APPLIES TO EACH W-2 (or portion thereof) SEPARATELY.

5. Total taxes paid. Combine the amount of line 5A and 5B and enter the total.

6. Declaration payments. Enter the dollar amount of estimated payments made for the tax year on this line.

7. Credit carryover. If you overpaid on your prior year's tax the amount was carried forward to this tax year. Enter the amount of the outstanding credit on this line.

8. Total Credits. Combine the amounts of lines 5, 6 and 7. Enter the total on this line.

9. Balance Due. Enter the difference between line 4 and line 8 (Line 4 minus line 8). If line 9 is greater than zero, this is the amount you owe. If line 9 is less than zero, this is your credit/refund. If line 9 indicates a credit/refund put an X on the appropriate line. Amounts less than \$5.00 will not be collected or refunded.

10. Penalty, Interest and Late Fee. If your return was postmarked after the due date of April 15 a \$25.00 late fee will be charged to your account. If money is due with the return, a penalty of 1.5% and interest of 1.5% compounded monthly is due on the whole overdue tax balance.

Declaration of Estimated Taxes

11. Enter the estimated taxable income for the tax year.

12. Enter 2% of the dollar amount on line 11. That will represent the tax liability for the year. This must equal 100% of prior year tax liability or 90% of current year tax liability.

13. Enter the amount that will be withheld for you by your employer.

14. Balance of estimated tax due. Subtract line 13 from line 12. If this amount is less than \$400, estimated payments are not required and you may proceed to line 17 and enter zero.

15. Multiply line 14 by 25%.

16. Overpayment. Enter the amount from Line 9 that you want applied to the next tax year.

17. Net tax due for initial quarterly payment. Subtract the amount on line 16 from line 15. Enter the amount on line 17.

A statement will be mailed prior to each remaining quarter.

18. Add lines 9, 10 and 17 and enter the total on line 18. This amount represents the amount due to the City of Tallmadge.

Make your checks payable to City of Tallmadge Sign Your Return

Please make sure you sign and date your return and enter your Social Security Number. You must attach all documents that are needed to process your return. Without all documents your return will be incomplete and will not qualify as a filing. This will delay processing your return.

WORKSHEET

Number of W-2s and 1099 forms attached: _____

1A.

Income

				Column 1	Column 2	Column 3
Date wages were earned Month/Day		Print Employers Name	Locality where employed	Gross Income (largest figure on W-2 Generally Medicare Wages)	Tallmadge Tax Withheld	Taxes paid to other localities NOT TO EXCEED 2%
/	/					
/	/					
/	/					
/	/					
/	/					
/	/					
TOTALS				\$	\$	\$

1B.

DEDUCTIONS

- a. Tallmadge wages and salaries earned while under the age of 18 (Please provide proof of age) a. _____
- b. Non-resident deductions (please provide calculations) b. _____
- c. Employment expense (attach Form 2106) c. _____
- d. Total deductions (add lines a, b & c) enter here and on line 1B on front of form d. _____

10.

PENALTY AND INTEREST

Late Fee is \$25.00 for Failure to file a return by April 15th enter \$25.00 on line 10.

Penalty: 1.5% per month compounded monthly will be added if necessary on unpaid taxes.

Interest 1.5% per month compounded monthly will be added if necessary on unpaid taxes.

CREDIT CARD PAYMENT AUTHORIZATION (may be used for Master Card or Visa Payment of \$20.00 or greater only)

Circle one: Master Card Visa Enter credit card number: _____

Expiration date on front of card: _____

Three (3) digit V-code on back of card: _____

Name as it appears on card: _____

Credit card billing address for cardholder: _____

Daytime telephone number: _____

Amount to be charged: _____

Terms and Conditions: by signing this credit card payment authorization, I accept the terms and conditions established by the City of Tallmadge for use of credit card and the collections of taxes.

Signature of Cardholder _____ Date of signing _____