

City of Montgomery Tax Office

Mail returns to: RITA

With payment:

PO Box 6600
Cleveland, OH 44101

Phone: 800-860-7482

Without payment:

PO Box 94801
Cleveland, OH 44101

Fax: 866-252-0938

www.ritaohio.com

City of Montgomery Individual Income Tax Return 2023

- Due on or before April 15, 2024. Filing is mandatory even if no tax due
A penalty of \$25 may be charged for late filing of this return
Make check or money order payable to City of Montgomery

Name
Address

SS # SS #

Phone: Email address:

If moved in or out of Montgomery during 2023, please give date of move:

Moved in: Moved out:

Should your account be inactivated? No Yes If yes, attach explanation

See website instructions for 'Mailing Address'

\*\*Your Federal form 1040, Federal Schedule 1 and all W-2 forms must be included with this return\*\*

- 1. Qualifying wages - (Generally found in Box 5 of W-2) \*\*ATTACH ALL W-2 FORMS\*\*
2. Other income (Federal form 1040, Schedule 1, Line 9) \*\*ATTACH FEDERAL SCHEDULE 1\*\*
3. Less non-taxable income - (Provide calculations for part-year residency)
4. Total taxable qualifying income: (Lines 1 and 2 minus Line 3)
5. Total Business income (Worksheet A) Business losses may not offset W-2 Income or other compensation from Line 2...
6. Total taxable income (Line 4 plus Line 5) (If Line 5 is a loss, enter only the amount from Line 4)
7. Montgomery tax (1% of Line 6)
8. Credits
a. Montgomery tax withheld per W-2(s)
b. Estimated tax paid to Montgomery
c. Credit for taxes paid to other municipalities (see website instructions)
d. Prior year overpayment
e. Total credits (Lines 8a through 8d)
9. If Line 7 is greater than Line 8e, enter amount due (if \$10.00 or less, enter \$0) 2023 Tax Due
10. If Line 7 is less than Line 8e, overpayment (of \$10.01 or more) to be credited to next year's estimate \$ or refunded \$

\*\*No additional taxes, refunds or credits of less than ten dollars shall be collected or refunded.\*\*

Late filing penalty Penalty on tax due Interest on tax due Total balance due

VISA MasterCard DISCOVER Card # Exp Date: Verification Code

Declaration of Estimated Tax for Year 2024 — MANDATORY IF ESTIMATED TAX LIABILITY IS \$200 OR GREATER

- 11. Total estimated income subject to tax \$ multiply by tax rate of 1% for gross tax of \$
12. Less expected tax credits
a. Tax withheld by employer for Montgomery, (not to exceed 1% of that portion taxed) \$
b. Payments to another municipality, (not to exceed 1% of that portion taxed) \$
13. Net 2024 estimated tax due (Line 11 less 12a & 12b) Note: To avoid a penalty, 90% of tax liability due by January 15, 2025 \$
14. First Quarter Estimate Payment
a. Amount due with this declaration (minimum of 22.5% of Line 13) \$
b. Less overpayment credit from prior year (from Line 10 above) \$
c. Net First Quarter Estimate payment \$
15. Total enclosed payment (Line 9 plus Line 14c) \$

May we contact your preparer directly? Yes No Preparer name and phone:

I certify that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct and complete. If prepared by a person other than taxpayer, the declaration is based on all information of which preparer has any knowledge.

Signature of Person Preparing, if other than Taxpayer Date

Signature of Taxpayer Date

Preparer's Address and Phone

Signature of Taxpayer Date

**City of Montgomery Individual Income Tax Return 2023**

To receive all available deductions and credits, attach copies of Federal Schedule 1, applicable copies of Federal Schedule(s) C, E, F, Form(s) K-1, Form 4797 and any other filed local tax returns.

Note: Losses from business activities may not be used as a deduction from W-2 wages or other compensation.

**If rental property is located within the City of Montgomery, a current tenant listing must accompany this tax filing. A tenant listing includes name, address, move in/move out date, and phone number, if available.**

**\*\*Worksheets to be completed only by individuals who have taxable income other than wages\*\***

**Worksheet A:** For the calculation of all types of business income reported on an individual's tax return. Do not report Partnership or S Corp income from businesses located within the City of Montgomery on this worksheet as the entity is required to file a separate business tax return.

Income from S Corps located outside of Montgomery is not taxable. All profit and loss from businesses, regardless of location, must be combined to a net amount for taxation. Credit for taxes paid to other municipalities for these businesses will be calculated in **Worksheet B**. Total income per type of Schedule can be combined for **Worksheet A**. Total profit minus total loss equals the taxable business income and should be included on Page 1, Line 5. (See website for Line-by-line instructions)

	<b>WORKSHEET A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>NET PROFIT / LOSS FROM BUSINESS</b>	<b>PROFIT</b>	<b>LOSS</b>	<b>TOTAL</b>
1	Schedule C Business Income (Form 1040, Schedule 1, Line 3)			
2	Ordinary Income or Loss (Form 1040, Schedule 1, Line 4) (attach Federal 4797)			
3	Schedule E Rental, Partnership, or Other Income (Form 1040, Schedule, 1, Line 5)			
4	Schedule F Farm Income (Form 1040, Schedule 1, Line 6)			
5	2018 - 2022 Loss Carryforward			
<b>6</b>	<b>TOTALS</b>			

*Enter total from Column D, Line 7 on Page 1, Line 5*

**Current year losses may be carried forward for five years.**  
**Attach Federal Schedule 1 and applicable Federal Schedules C, E, F, Form 4797**

<b>WORKSHEET B:</b> Credit for tax paid to other cities on <u>Business</u> income. Do not include W-2 withholdings.		List each municipality separately and add another page if needed. Attach copies of all other local tax returns for credit			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
Municipality where taxes were paid:	Tax Rate	Profit	Local taxes paid	Maximum Credit Column C x 1%	Credit Allowed -Lessor of Column D or E
7					
8					
9					
10	<b>Total Possible Credit</b>				<b>F1</b>
11	<b>Maximum credit allowed: (Worksheet A, Column D total x 1%)</b>				<b>F2</b>

**Worksheet B:** Each municipality must be listed separately. Enter the name of the municipality where taxes were paid in Column A. Taxes paid to Montgomery should only be entered in this worksheet if paid directly by a business entity. Payments made by the individual taxpayer should be entered on Page 1, Line 8b. (See Example Worksheet on Page 4 )

- Column B - Enter the tax rate for the municipality
- Column C - Enter the taxed profit for that municipality
- Column D - Enter the amount of tax paid to the municipality
- Column E - Multiply the profit in Column C x 1%
- Column F - Enter the smaller amount of Column D or E
- Total the amounts in Column F
- Enter the lessor of F1 or F2 on Page 1, Line 8c
- Attach copies of all municipal tax returns to receive credit.

**City of Montgomery Tax Office**  
 10101 Montgomery Road  
 Montgomery, OH 45242

Phone: 513-792-8333  
 Fax: 513-891-2994

Email: [tax@montgomeryohio.gov](mailto:tax@montgomeryohio.gov)



Individual Income Tax Return: General Information

<b>REQUIRED ATTACHMENTS</b>	Ohio State law requires that your Montgomery return include a copy of pages 1 and 2 of your Federal 1040 form, the Federal Schedule 1 form (if applicable) and all W-2 forms. Please attach a supporting document to verify any business income, loss or deduction item reported on your city return. Examples include Federal Schedules C, E, F, K-1, Form 4797 and/or 1099-Misc.
<b>ESTIMATED TAX</b>	Taxpayers who anticipate a net tax liability of \$200.00 or more are required under Ohio law to remit estimated tax payments. Quarterly estimated tax payments are due on April 15, June 15, September 15 and January 15. A minimum of 90% of tax liability must be received by the January 15 due date to avoid possible penalties.
<b>LOSS CALCULATION</b>	All income or loss from self-employment, rentals, partnerships, fees, ordinary gains and losses reported on Form 4797, and any other business activity must be netted together to arrive at an overall net profit or loss for the current year. If the netting results in an overall loss, the loss may be carried forward for a period not to exceed five (5) years. Credit for losses incurred in 2017 through 2021 was limited to the <u>lessor</u> of 50% of the total loss, or 50% of the 2022 profit. Beginning with the 2023 tax year, any remaining losses from 2018-2021 may be applied, up to the amount of the current year income. 2023 losses will be posted and may be carried forward for up to (5) years.
<b>REFUNDS AND CREDITS</b>	Refunds are allowed only when city income tax has been paid to or withheld for Montgomery. Note: There is a three (3) year statute of limitations for claiming a refund or credit of any overpayment of city tax. Overpayments of \$10.00 or less will not be refunded or carried forward.
<b>PAYMENTS</b>	Make checks or money orders payable to the City of Montgomery. The Tax Office accepts VISA, Mastercard, Discover and American Express cards. If the balance due with your return is \$10.00 or less, payment need not accompany your return. Tax returns and payments are now being processed through the Regional Incomer Tax Agency; therefore, a small fee will be charged for credit card payments.
<b>EXTENSIONS</b>	Taxpayers who have requested a 6-month extension for filing their federal income tax return shall automatically receive a 6-month extension for the filing of their city tax return. Taxpayers who have not requested a 6-month extension for their federal income tax return may be granted a 6-month extension by submitting a request to the Tax Administrator by the due date of the return. An extension of time to file is not an extension to pay tax due. Penalty and interest charges will apply to all payments received after the return due date. A copy of your Federal extension form must be attached to your return when filed. Only those extension requests received in duplicate with a self-addressed, postpaid envelope will have a copy returned after being appropriately marked.
<b>PENALTY AND INTEREST</b>	<b>Effective beginning the 2023 tax year:</b> <b>Late filing penalty</b> will be imposed for the failure to timely file a return (regardless of liability shown) at the rate of \$25.00. <b>Penalty</b> will be imposed on all tax remaining unpaid after becoming due. The penalty rate is 15% of the amount not timely paid. <b>Interest</b> will be imposed on all tax remaining unpaid after becoming due. The rate is adjusted annually based on the federal short-term rate plus 5%.
<b>MAILING ADDRESS</b>	If you are requesting that your account be inactivated due to your moving from the jurisdiction with no intent to return, although retaining a mailing address within the jurisdiction as your address of record, please enter the date of your move, the reason and attach supporting documentation with regard to your relocation.
<b>EXEMPTIONS TO MANDATORY FILING</b>	Any person under 18 years of age who has not previously filed a return and has no earned income. Any permanently disabled or retired person with only non-taxable sources of income; and who has previously filed a return establishing their status with the City's tax office and who will continue to have no earned income.
<b>DISCLAIMER</b>	Definitions and instructions are illustrative only. The City of Montgomery Income Tax Ordinance and the Ohio Revised Code supersede any interpretation presented.

**Instructions for Individual Income Tax Returns**

(For complete line-by-line instructions in more detail, visit our website at [www.montgomeryohio.org](http://www.montgomeryohio.org) and click on Tax Forms)

This form is to be used by individuals who receive income reported on Federal Forms W-2, W-2G, Form 4797, 1099-MISC, or Federal Schedules C, E, F or K-1. Individuals who file as Sole Proprietors of Single Member LLCs should also use this form.

- LINE 1:** List the total of qualifying wages from all W-2 forms. Qualifying wages generally include amounts reported in the Medicare wage Base (Box 5 of W-2); however, there are exceptions. Qualifying wages include, but are not limited to: Deferred Compensation, i.e. 401(k) and 457(b), Deferred annuity plans and stock options.  
**\*\*Interest, dividends, pension/retirement, alimony received, active military pay and allowances, unemployment, workers compensation and Social Security income are not taxable. Capital gains are not taxable unless considered ordinary income.\*\***
- LINE 2:** Other taxable income: Includes, but is not limited to, Federal 1040 Schedule 1, Line 9 income, gambling and prize winnings, director's fees, taxable HSA withdrawals and scholarship distributions.
- LINE 3:** Less non-taxable income: Part-year residents: Income may be pro-rated for residents who move into or out of Montgomery during the current year. It is also necessary to adjust any credit claimed for other city tax withheld or paid. Please indicate move-in or move-out date on the front of the tax form.
- LINE 5:** Total Business income: To calculate total taxable business income from Schedules C, E, F; Form 4797 and K-1, please complete Worksheet A. Enter the total from Column D, Line 7 of the worksheet. See example on the following page.

**City of Montgomery Individual Income Tax Return 2023**

**LINE 8c:** Enter credit for tax paid to other municipalities. Credit for tax withheld and paid to another municipality may not exceed 1% of those wages actually taxed. Tax withheld at a rate higher than 1% must be reduced to the percent allowable (e.g., tax paid to Cincinnati divided by 1.8 equals Montgomery credit). Residents with income or loss from business activity should complete Worksheet B (see example below) and add the total from Line 12F to the allowable credit from W-2 forms and other income. If a refund was issued from another city, please adjust credit accordingly and provide documentation, such as the city tax return or refund form.  
**\*\*No credit is given for taxes paid to counties or for school district taxes.\*\***

**LINE 9:** If amount on Line 9 is \$10.00 or less, no payment needs to be remitted. If tax due is \$10.01 or greater, balance of tax due **must** accompany return. If paying by credit card, please include full 16-digit card number, expiration date, and verification code.

**LINE 10:** Overpayment of \$10.01 or greater may be credited to the 2024 tax year or refunded. Overpayments will be applied to the 2024 estimate unless a refund is requested in writing. By law, all refunds and credits in excess of \$10.00 are reported to IRS.

**LINE 11** Estimated tax payments are required by every taxpayer who reasonably expects to have a tax liability of \$200 or greater which will not be withheld by an employer; or is due based on business or other types of income. Estimate 2024 income: multiply estimated income by 1%. If no declaration is submitted, the Tax Office will post a declaration based on the preceding full year's tax liability.

**LINE 12 a-b:** Enter any expected withholding credits for payments to Montgomery (Line 12a) or other municipality (Line 12b).

**LINE 13:** Enter the net 2024 estimated tax due. You may pay the full amount of estimated tax with the filing of this form.

**LINE 14a:** First quarter payment of at least 22.5% of amount calculated on Line 13 must be entered on this line. (See Page 3 instructions)

**LINE 14b:** Enter the amount of any credit carried over from the prior year and subtract from Line 14a.

**LINE 14c:** Enter the amount of first quarter payment. Subsequent payments will be due the 15th of June, September and January 2025.

**LINE 15:** Total of payment accompanying return (Line 9 plus Line 14c).

**PAGE 2:** Complete Worksheet A if you have income from business activity. Attach copy(s) of Federal Schedule(s) C, E, F and/or K-1 form(s). All income and loss must be netted together to arrive at overall profit or loss for the current year. Enter amount from Column D, Line 6 on Page 1, Line 5. If the total is a loss, this amount may be carried forward for up to five years to offset gain.

**Business losses may not be used to offset W-2 wages or other compensation.**

**EXAMPLE**

	WORKSHEET A	B	C	D
	NET PROFIT / LOSS FROM BUSINESS	PROFIT	LOSS	TOTAL
1	Schedule C Business Income (Form 1040, Schedule 1, Line 3)	5,000	200	4,800
2	Ordinary Income or Loss (Form 1040, Schedule 1, Line 4 (attach Federal 4797))		3,000	(3,000)
3	Schedule E, Rental, Partnership, or Other Income (Form 1040, Schedule 1, Line 5)	1,000		1,000
4	Schedule F Income (Form 1040, Schedule 1, Line 6)			
5	2018-2022 Loss Carryforward:		1,000	(1,000)
6	<b>TOTALS</b>	6,000	4,200	\$1,800
Enter total from Column D, Line 6 on Page 1, Line 5. Current year losses may be carried forward for five years.				

**Complete to calculate other city credit on business income only. Do not include W-2 withholdings**

**EXAMPLE**

WORKSHEET B: Credit for tax paid to other cities on <u>business income</u> . (For residents only)		List each municipality separately and add another page if needed. Attach copies of all other local tax returns for credit				
A	B	C	D	E	F	
Municipality where taxes were paid:	Tax Rate	Profit	Local taxes paid	Maximum Credit Column B x 1%	Credit Allowed—Lower of Column D or E	
7	Cincinnati	1.8%	2,000	36.00	20.00	20.00
8	Blue Ash	1.25%	1,000	12.50	10.00	10.00
9	Loveland	1%	1,000	10.00	10.00	10.00
10	<b>Total possible credit</b>		4,000	58.50	40.00	40.00
11	<b>Maximum credit allowed: (Worksheet A, Column D total x 1%)</b>				<b>18.00</b>	

**INCLUDE WITH YOUR RETURN: Copies of all W-2 forms. Be sure copies include information shown in Boxes 5, 18, 19, and 20. If tax was withheld and paid to multiple cities, submit copies showing tax paid to each individual locality. (Boxes 18-20). Include copy of Federal form 1040, page 1 and 2, and copy of Federal Schedule 1. Include copies of Federal Schedules C, E, F, Form 4797, and K-1 forms if applicable. If married filing separately, include documents for both spouses.**

**Note: Unless accompanied by the above documents, payment (if any) of the balance of 2023 tax due (Line 9) and at least 22.5% of the estimated tax for 2024, this form is not a complete, legal final return or declaration.**