

CITY OF OAKWOOD 2018 INDIVIDUAL TAX RETURN INSTRUCTIONS



- WHO MUST FILE:** **Every resident** of the City of Oakwood 18 years of age or older, whether or not you have taxable income or any tax is due, must file a return reporting all income earned regardless of where income was derived.
- Every non-resident** of Oakwood who has taxable income or loss, earned or derived from within the City, from which Oakwood income tax was not withheld, must file a return.
- PART YEAR RESIDENTS:** If you lived in Oakwood during part of the taxable year, you must file a tax return covering that period of time. Report the amount of income earned while you lived in Oakwood. Pay statements with year-to-date figures or a statement from your payroll department must be used if available. When the actual amount you earned while living in Oakwood cannot be determined and no Oakwood wages are listed in Box 18 of your W-2, you may apportion your earnings by the number of months or days of residency to find your taxable amount. If you prorate your income, you must also prorate any city tax that was withheld on the same income. Attach a worksheet detailing your calculations.
- EXTENSIONS:** If you have requested an extension of time to file your federal return with the IRS, you will automatically receive an extension of time to file your Oakwood return until October 15, 2019. Please include a copy of your federal extension when filing your return to avoid a late filing penalty. If you have not requested a federal extension, you may still receive an Oakwood extension by filing your request by April 15, 2019. Remember that an extension of time to file is not an extension of time to pay taxes owed.
- ESTIMATED TAX:** Every person who anticipates a net tax liability of at least \$200.00 is required under Ohio law to make estimated tax payments. First quarter declaration for 2019 is calculated on the 2018 tax return. Second quarter is due June 17, 2019; third quarter is due September 16, 2019; fourth quarter is due January 15, 2020. Additional instructions and vouchers are available on the city's website.
- TAXABLE INCOME:** **Residents:** Includes salaries, wages, commissions, other compensation and/or net profits, and would include but not be limited to: bonuses, incentive payments, director's fees, property or benefits in lieu of cash, tips, dismissal or severance pay, wage continuation plans, and other compensation earned or received, lottery winnings, gambling proceeds, prizes, awards and proceeds from contests and other games of chance; net profits of all unincorporated businesses, professions, partnerships, or other activities, including but not limited to rental of real and personal property, regardless of where such income is derived.
- Non-residents:** Includes all income, salaries, qualifying wages, commissions and other compensation from whatever source earned or received for work done, services performed or activities conducted within the City of Oakwood, including any net profit of the non-resident, but excluding any partnership income or loss owned directly or indirectly.
- All:** Losses from federal schedules and other sources reported for federal income tax purposes cannot be used to offset qualifying wages, commissions, other compensation and other miscellaneous taxable income earned or received by residents or nonresidents of the Municipality. If an individual is engaged in two or more taxable business activities to be included in the same return, the net loss of one unincorporated business activity may be used to offset the profits of another for purposes of arriving at overall net profit or loss.
- NON-TAXABLE INCOME:** Includes dividends, interest, capital gains, precinct official earnings of less than \$1,000.00, S Corporation income/loss, military pay and allowances, tax refunds, insurance benefits, qualifying pensions, annuities, alimony, third-party disability pay, Social Security, Medicare, poor relief, state and federal unemployment insurance benefits. The entire list of exempt income can be found in Chapter 148-1.03(11) of the Oakwood Municipal Income Tax Ordinance.
- NET OPERATING LOSS DEDUCTION: "NEW"** Beginning January 1, 2017, all municipalities have a net operating loss (NOL) carryover. The NOL carryover is the overall loss of federal Schedules C, E and F and any business ordinary gain/loss on form 4797, computed WITHOUT regard to federal passive activity loss carryovers. Unutilized losses may be carried over for 5 years. Due to on-going changes by the Ohio Legislature, please refer to the NOL worksheet on our website for the calculation and utilization of the NOL.
- ATTACHMENTS:** Each return must include your forms W-2 (showing wages and all taxes withheld for any municipality) and a copy of your federal income tax return (Form 1040). In order to avoid requests for additional information, it is suggested that you include all federal schedules and/or statements supporting each income, loss or deduction reported and support documentation for additional municipal taxes other than the amount shown on the W-2.
- PENALTY AND INTEREST:** **Late filing penalty** shall be charged on any return filed after the due date, or extended due date. The amount of the penalty shall be \$25 per month, or any portion thereof, not to exceed \$150.00, whether or not any tax is due.
- Late payment penalty** of 15% shall be charged on any tax balance remaining unpaid after the April 15 due date.
- Interest**, calculated on the federal short term rate in effect + 5%, shall be charged on any tax balance remaining unpaid after the April 15 due date. A complete listing of annual interest rates is available on the city's website.
- PAYMENTS:** Payment in full is due 04/15/19. Checks should be made payable to "City of Oakwood." To make a credit card payment, please call 1-800-272-9829 or visit www.officialpayments.com. Please enter jurisdiction code 4544.
- A convenience fee will apply.

PAGE 1: Complete taxpayer status. Print your name, current address, social security or federal identification number, city of employment and telephone number. If you were a partial year resident of Oakwood, please indicate the date moved into or out of the City and previous address.

LINE 1: Enter total qualifying wages from page 2, Column 2.

LINE 2: Enter other income from page 2, Line 12.

LINE 3: Total Lines 1 and 2.

LINE 4: Multiply the amount in Line 3 by 2.5% (.025).

LINE 5:

- A.** Enter amount of Oakwood tax withheld by employers as shown on W-2 Forms.
- B.** Residents of the City of Oakwood are allowed a 90% credit for taxes due and paid to other cities on the same income taxed by Oakwood (line 3), provided supporting documentation is attached to the return (e.g. W-2 forms, copies of tax returns filed with other cities, etc.). If taxable income is comprised exclusively of income items (no losses from self-employment, partnerships or rentals), credit may be claimed for taxes due and paid to other cities, at the lesser of the employment city or 2.5%. Credit is then limited to 90%. However, if losses are claimed in computing other taxable income, the losses must be ratably allocated against net profit income in calculating the credit allowable for taxes paid to other cities as follows:

	Total	Dayton	Centerville
Business Income (Sch C, E or F)	\$40,000	\$25,000	\$15,000
Municipal Contribution %		62.50%	37.50%
Business Loss (Sch C, E, F or NOL)	(\$5,000)		
Net Profit Income (Section B, Line 10).....	\$35,000	x 35,000	x 35,000
Tax Rate		x 2.5%	x 2.25%
Allowable Credit (before 90% limit).....	\$842	\$547	\$295

B(1). Enter other city credits from page 2, Column 4, then multiply by 90% (0.90).

C. Enter total estimated payments made and overpayments from prior years.

D. Total lines 5(A), 5(B), and 5(C).

LINE 6: Line 4 less Line 5(D). If results exceed \$200.00, you are required to complete Lines 9-12.

LINE 7: If return is past due, calculate late filing penalty, underpayment penalty and interest as noted on page 1 of the instructions.

LINE 8: Total Lines 6 and 7.

LINE 8(A): If Line 8 is a negative and greater than \$10.00, indicate amount you want transferred to next year and/or amount you want refunded.

LINE 9: Enter total estimated income subject to tax and multiply by 2.5% (.025).

LINE 10:

- A.** Enter estimated Oakwood Tax to be withheld by employer.
- B.** Enter estimated credit for taxes to be paid to another municipality x 90% (0.90).
- C.** Enter overpayment from prior year.
- D.** Total Lines 10(A), 10(B), and 10(C).

LINE 11: Line 9 less Line 10(D).

LINE 12: If Line 11 is \$200.00 or more, calculate the required estimated tax payment, Line 11 x 25%.

LINE 13: Total Lines 8 and 12.

PAGE 2:

SECTION A: List all compensation earned including scholarship and fellowship income. Use highest figure on W-2 (typically Box 5 of W-2). Use line 5 to report taxes paid on income reported in Section B.

SECTION B: Residents should complete lines 1-7 as applicable, attaching related federal schedules. All items of income/<loss> are to be reported (regardless of where earned) without regard to federal passive activity loss carryovers/limitations. Taxable royalties include amounts received from interests in land and rents and royalties derived therefrom.

Non-residents should complete lines 1, 2, 6, 7 and 11 only to the extent the income was earned or services were performed within Oakwood City limits.

Taxpayers with a net operating loss carryover should enter the amount calculated from the Net Operating Loss Worksheet available on the City's website.

SIGN AND DATE THE RETURN. IF THE RETURN IS NOT PREPARED BY TAXPAYER, THE PREPARER ALSO SIGNS. ATTACH VERIFICATION OF EACH INCOME OR LOSS ITEM REPORTED ON THE RETURN. YOU ARE REQUIRED TO INCLUDE A COPY OF YOUR FEDERAL RETURN AND FORMS W-2. MAIL THE ORIGINAL RETURN TO THE TAX OFFICE. KEEP A COPY OF THE RETURN FOR YOUR RECORDS.



PLEASE REMIT TO:
CITY OF OAKWOOD
INCOME TAX DEPARTMENT
 30 PARK AVENUE
 OAKWOOD OH 45419-3400
 (937) 298-0531
 www.oakwoodohio.gov

2018
CITY OF OAKWOOD
INDIVIDUAL TAX RETURN
DUE APRIL 15, 2019

FOR OFFICE USE ONLY	
PAID \$ _____	_____
CHECK NO. _____	CASH _____
DATED _____	_____

AMENDED RETURN

TAXPAYER _____
 SPOUSE (IF JOINT FILING) _____
 ADDRESS _____
 CITY, STATE AND ZIP CODE _____
 TELEPHONE _____
 EMAIL _____

YOUR SOCIAL SECURITY NO. _____
 SPOUSE'S SOCIAL SECURITY NO. _____
 CITY OF EMPLOYMENT _____
 IF YOU MOVED DURING THE YEAR, GIVE DATE MOVED
 INTO OAKWOOD ____ / ____ / ____ OUT OF OAKWOOD ____ / ____ / ____
 PRIOR ADDRESS _____
TAXPAYER STATUS RESIDENT NON-RESIDENT

*****Attach your federal return and Forms W-2.*****

1. Total Qualifying Wages from Page 2, Section A, Column 2 (see reverse side) \$ _____
2. Other Income from Page 2, Section B, Line 12 (DO NOT ENTER AMOUNTS LESS THAN ZERO.)..... \$ _____
3. Total Income Subject to Income Tax: Total Lines 1 and 2 \$ _____
4. OAKWOOD INCOME TAX: 2.5% of Line 3 \$ _____
5. CREDITS:
 - A. Oakwood Tax Withheld by Employer..... \$ _____
 - B. Tax Paid to Other Cities – 5B(1) \$ _____ x 90% (0.90) = \$ _____
 - C. Estimated Payments and Overpayments from Prior Years \$ _____
 - D. TOTAL CREDITS..... \$ _____
6. Balance of Tax Due: Line 4 less Line 5 (D)..... \$ _____
7. For Delinquent Returns Only (See instructions):
 Late Filing Penalty _____ Penalty _____ Interest _____ \$ _____
8. TOTAL LIABILITY FOR THIS YEAR: Line 6 plus Line 7 (No tax due or refunded if \$10.00 or less) \$ _____
 - A. If Overpayment, Transfer to Next Year \$ _____ or Refund \$ _____

2019 DECLARATION OF ESTIMATED TAX – MANDATORY (SEE INSTRUCTIONS)

9. Total Estimated Income Subject to Tax \$ _____ Multiply by 2.5% for Tax of \$ _____
10. Less Expected Tax Credits
 - A. Oakwood Tax Withheld \$ _____
 - B. Tax Paid to Other Cities x 90% (0.90) \$ _____
 - C. Overpayment from Prior Years..... \$ _____
 - D. TOTAL CREDITS..... \$ _____
11. NET TAX DUE: Line 9 less Line 10 (D). If less than \$200.00, enter \$0.00 on line 12 \$ _____
12. AMOUNT PAID WITH THIS DECLARATION: Line 11 x 25%..... \$ _____
13. TOTAL DUE: Line 8 plus Line 12 (If Line 8 reflects overpayment, enter amount from Line 12 only)..... \$ _____

I certify that I have examined this return along with accompanying schedules and, to the best of my knowledge and belief, it is true, correct and complete.
 If this return was prepared by a tax practitioner, I have indicated whether or not you may contact my preparer regarding the preparation of this return. Yes No

Your Signature _____	Date _____	Signature of Person Preparing if other than Taxpayer _____	Date _____
Spouse's Signature (if joint return BOTH must sign) _____	Date _____	Address _____	Telephone Number _____

SECTION A:

ATTACH ALL W-2S

Column 1	Column 2	Column 3	Column 4
Physical Work Address	Wages (Typically Box 5 From W-2)	Oakwood Tax Withheld	Other City Tax Withheld
1			
2			
3			
4			
5 TAX PAID TO OTHER CITIES ON INCOME REPORTED IN SECTION B (ATTACH SUPPORT)			
TOTAL			

TO PAGE 1, LINE 1

TO PAGE 1, LINE 5A

TO PAGE 1, LINE 5B (1)

SECTION B:

INCOME OTHER THAN WAGES

1. SCHEDULE C – PROFIT OR <LOSS> FROM BUSINESS – ATTACH SCHEDULE C
 - 1A. NET INCOME OR <LOSS> FROM SCHEDULE C 1A \$ _____
 - 1B. % ALLOCABLE TO OAKWOOD. RESIDENTS USE 100%;
NONRESIDENTS FROM SCHEDULE Y (BELOW)1B \$ _____
 - 1C. OAKWOOD INCOME OR <LOSS> (LINE 1A MULTIPLIED BY 1B) 1C \$ _____
2. SCHEDULE E – INCOME/<LOSS> FROM RENTS – ATTACH SCHEDULE E 2 \$ _____
3. SCHEDULE E – INCOME/<LOSS> FROM TAXABLE ROYALTIES – ATTACH SCHEDULE E 3 \$ _____
4. SCHEDULE E – INCOME/<LOSS> FROM PARTNERSHIPS – ATTACH SCHEDULE E 4 \$ _____
5. SCHEDULE F – INCOME/<LOSS> FROM FARMING – ATTACH SCHEDULE F 5 \$ _____
6. FORM 4797 – ORDINARY GAIN/<LOSS> – ATTACH FORM 4797 6 \$ _____
7. OTHER INCOME/<LOSS> – TRUST/ESTATE – ATTACH SCHEDULE E 7 \$ _____
8. SUBTOTAL – ADD LINES 1C THROUGH 7 8 \$ _____
9. LESS: NET OPERATING LOSS CARRYOVER 9 \$ _____
10. SUB-TOTAL – LINE 8 LESS LINE 9. IF LESS THAN ZERO, ENTER -0- 10 \$ _____
11. OTHER INCOME – COMMISSIONS, TIPS, GAMBLING INCOME, DIRECTOR’S FEE, ETC.
(DO NOT INCLUDE INTEREST, DIVIDENDS OR CAPITAL GAIN INCOME) 11 \$ _____
12. TOTAL – LINE 10 PLUS LINE 11. ENTER ON LINE 2, PAGE 1 12 \$ _____

SECTION C:

SCHEDULE Y – BUSINESS ALLOCATION FORMULA

TO BE USED ONLY BY NON – RESIDENT SOLE PROPRIETORSHIPS

The business allocation factor should be applied to adjusted net income or loss using all three factors. A factor may be excluded only when that factor does not exist anywhere.

	a. LOCATED EVERYWHERE	b. LOCATED IN OAKWOOD	c. PERCENTAGE (b ÷ a)
STEP 1. Average Original Cost of Real and Tangible Personal Property.....	_____	_____	
Gross Annual Rentals Paid Multiplied by 8	_____	_____	
Total Step 1	_____	_____	_____ %
STEP 2. Gross Receipts from Sales Made and/or Work or Services Performed	_____	_____	_____ %
STEP 3. Wages, Salaries, and Other Compensation Paid	_____	_____	_____ %
STEP 4. TOTAL PERCENTAGES	_____	_____	_____ %
STEP 5. AVERAGE PERCENTAGE: Divide Line 4 by Number of Percentages Used	_____	_____	_____ %

Enter in Section B, Line 1B