

MAKE CHECK OR MONEY ORDER TO:

CALENDAR YR _____ FISCAL YEAR _____

CITY OF LOUISVILLE – TAX DEPT

215 SOUTH MILL STREET
LOUISVILLE OH 44641

Phone: (330) 875-3434 Fax: (330) 875-9091
Email: incometax@louisvilleohio.org

DUE DATE APRIL 15TH

TAX OFFICE USE

Form with fields for Taxpayer's S.S. # or Federal ID #, Home Telephone No., Business Telephone No., Spouse's Social Security No., and Spouse's Name.

Filing Status section with checkboxes for Single, Other, and Married filing joint.

MOVE IN OR OUR (circle) DATE: _____

FORWARDING ADDRESS: _____

1. WAGES – W-2 COPIES MUST BE ATTACHED – USE HIGHEST AMOUNT ON W-2 (Box 5)

Table with 5 columns: EMPLOYER NAME, WORK CITY, CITY WAGES, Louisville Tax Withheld, Other Cities Tax Withheld. Includes a TOTALS row.

- 1. Wages, salaries, tips, etc. (Box 5 of W-2) ATTACH ALL
2. Federal Form 2106 Deduction (if applicable)
3. Adjustments from Page 2, Line 21, 22, or 23 (see instructions)
4. Taxable Income (Sum of Lines 1 through Line 3)
5. Louisville Income Tax 2% of Line 4 (Line 4 x .02)

- 6. Credits **Read instructions as there are changes**
(A) Louisville Income Tax withheld by Employer (s)
(B) Municipal tax paid to other cities
(B1) Other cities tax withheld on paystub
(C) Estimated Tax Paid
(D) Prior year Overpayment Applied
(E) Total Credits
7. Tax Due (line 5 less 6E)
8. (A) Overpayment Claimed
(B) Enter Amount of Line (8A) Applied to 2009
(C) Enter Amount of Line (8A) Refunded
9. Late Filing Fee
10. Other Penalties & Interest
11. Total Amount Due – Pay in Full With This Return

MANDATORY DECLARATION OF ESTIMATED TAX – Taxpayer's owing more than \$100.00 are required by law to be set up and pay

- 12. Total Income subject to Louisville Tax
13. Estimate Credits: (A) Louisville Tax Withheld, (B) 60% of other tax withheld, (C) Other, (D) Total Line, (E) Estimated Tax
14. Calculation of 1st Quarter Estimate (A) Multiply line 13E x .25, (B) Less: Line 8B
15. Balance of estimate to be billed quarterly Line 14A x 3

CREDIT CARD INFORMATION FOR PAYMENT– Visa/Mastercard

Form for credit card payment with fields for ACCOUNT NUMBER, SECURITY PIN, CARD EXPIRATION, and AMOUNT PAID \$.

Signatures and dates for Taxpayer's Signature, Spouse's Signature, and Tax Preparer's Signature.

I (We) authorize the Income Tax Dept to discuss my/our return and enclosures with the preparer above. Initial here.

REFER TO INSTRUCTIONS BEFORE COMPLETING THIS PAGE

LINE 17 RETURNS WILL NOT BE ACCEPTED WITHOUT COPIES OF FEDERAL SCHEDULES

Business Profit or Loss. Enter Amount from Federal Form Schedule C or Form 1120 (17) \$ _____

LINE 18 Enter Profit (Loss) from Federal Form 4797 (18) \$ _____

LINE 19 Enter Profit (Loss) from Federal Schedule E (Attach Tenant List) (19) \$ _____

LINE 20 All Other Taxable Income:

INCOME FROM PARTNERSHIPS, ESTATES & TRUSTS: FEES, TIPS, COMMISSIONS, AND MISCELLANEOUS

RECEIVED FROM	FOR (DESCRIBE)	AMOUNT
TOTAL LINE (20)		\$ _____

LINE 21 Total of lines 17 thru 20. Carry forward to page 1, line 3 (21) \$ _____

INDIVIDUAL TAXPAYERS PLEASE STOP HERE

LINE 22 Adjustments To Federal Income (Loss). Carry forward to page 1, line 3 (22) \$ _____

ITEMS NOT DEDUCTIBLE		ADD	ITEMS NOT TAXABLE		DEDUCT
(22A) Capital Losses (Excluding Ordinary Losses)	\$ _____		(22F) Capital gains (Excluding Ordinary Gains, see instructions)	\$ _____	
(22B) Expenses incurred in the production of non-taxable income	_____		(22G) Interest income	_____	
(22C) Taxes based on income	_____		(22H) Dividends	_____	
(22D) Other expenses not deductible (Federally Deferred)	_____		(22I) Other	_____	
(22E) Total Lines (22A) through (22D)	\$ _____		(22J) Total Lines (22F) through (22J)	_____	
			(22K) Combine Lines (22E) and (22J)	\$ _____	
			<small>(Add or subtract line 22K from your Federal Income (Loss) and enter on line 22 above.)</small>		

LINE 23 Business Allocation Formula. Carry forward to page 1, line 3 (23) \$ _____

	a. LOCATED EVERYWHERE	b. LOCATED IN THIS MUNICIPALITY	c. PERCENTAGE (b + a)
STEP 1A. AVG. VALUE OF REAL & TANG. PERSONAL PROPERTY	_____	_____	
STEP 1B. GROSS ANNUAL RENTALS PAID MULTIPLIED BY 8.	_____	_____	
TOTAL STEPS 1A & 1B	_____	_____	_____ %
STEP 2. GROSS RECEIPTS FROM SALES MADE AND/OR SERVICES PERFORMED	_____	_____	_____ %
STEP 3. WAGES, SALARIES, AND OTHER COMPENSATION PAID	_____	_____	_____ %
STEP 4. TOTAL PERCENTAGES	_____	_____	_____ %
STEP 5. AVERAGE PERCENTAGE (Divide Total Percentages by Number of Percentages Used).	_____	_____	_____ %
STEP 6. Multiply your Federal Income (Loss) from above by the % on STEP 5 and enter on line 23 above.			

INSTRUCTIONS

GENERAL

WHO MUST FILE?

- 1) Every Louisville, Ohio resident who is 16 years or older who is either employed within the City, or who is employed outside the City, whether or not a City income tax is withheld.
- 2) Every Louisville, Ohio resident who conducts a business operation within the City or outside the City.
- 3) Every non-resident business who has business operations within the City.
- 4) Every non-resident who received compensation where no City income tax is withheld.

WHAT IS EARNED INCOME?

Earned income is defined as salaries, wages and earnings designated for deferred compensation, commissions, and other compensation and would include but not be limited to: bonuses, incentive payments, directors fees, property in lieu of cash, tips, dismissal or severance pay, tax shelter plans, vacation and sick pay, wage continuation plans, and 401K plans.

WHAT INCOME IS NOT TAXABLE?

Income not taxable includes dividends, interest, military pay and allowances, insurance proceeds, annuities, alimony, social security, medicare, poor relief, unemployment insurance benefits, gifts, inheritances, scholarships, involuntary conversions, sub pay, strike benefits, disability income, child support, pension withdrawal.

WHEN TO FILE?

File as early as possible but no later than April 15th following the close of the calendar year. Fiscal year taxpayers file within four months from the end of the fiscal year.

WHERE TO FILE?

MAIL RETURNS: City of Louisville
Income Tax Department
215 South Mill Street
Louisville, Ohio 44641-1699

OFFICE HOURS: Monday-Friday
8:30 a.m. - 5:00 p.m.

PHONE: (330) 875-3434

WHAT ATTACHMENTS ARE NEEDED WITH THE RETURN?

- 1) All W-2's – NO EXCEPTIONS.
- 2) Federal schedules of income or reduction of income.
- 3) Landlords with rental property within the City must include list of tenants who rented throughout the tax year.
- 4) Payroll stubs Jan 1-19, 2008. If not included, any amount on line B1 will not be acknowledged.

WHAT DO I DO TO OBTAIN AN EXTENSION?

A copy of your Federal Extension must be filed by the last day of the month following the month to which the due date of the related Federal return has been extended. An extension is only granted for the filing of the return, NOT for the payment of any tax that is due.

WHAT DO I DO TO AMEND MY RETURN?

Amended returns are completed on the same form as provided within this package. Mark across the return **AMENDED 19xx**. Federal Amendment Schedules must be attached along with the amendment justification.

TAX FORM INSTRUCTIONS

PAGE ONE

FILING YEAR – You must complete the calendar year or fiscal year ending information.

NAME AND ADDRESS – Please make any changes to your address directly on the form.

IDENTIFICATION NUMBERS – Enter social security number of taxpayer and spouse (if applicable). If you use a federal employer number, enter in space provided.

LINE ONE - WAGES

Enter Gross Wages located in Box 5 of W-2, salaries, tips, other income, etc.

*All copies of W-2's and schedules must be attached to return.

LINE TWO – FEDERAL FORM 2106 - Employee Business Expense

COPIES OF FORM 2106 & SCHEDULE A MUST BE ATTACHED TO THE RETURN. Enter amount of employee business expense that is applicable to Louisville taxable income. If your city tax withheld is any city other than Louisville, the Form 2106 must be filed with that city's income tax return.

LINE THREE – ADJUSTMENTS FROM PAGE 2

INDIVIDUALS - Enter amount from line 21. This line must never be less than zero. You cannot offset W-2 income with losses from business or rental losses.

CORPORATIONS AND PARTNERSHIPS - Enter the amount of profit or loss from Page 2 Line 21, 22, or 23 (whichever is applicable).

LINE FOUR - TAXABLE INCOME

- The sum of lines 1, 2, and 3.

LINE FIVE – LOUISVILLE INCOME TAX – Multiply Line 4 by 2 percent (.02). If Line 4 is a loss, enter -0-.

LINE SIX – CREDITS

- A. Enter the amount of City of Louisville income tax withheld.
- B. Enter withholding tax withheld by other municipalities on W2 (box 19) (up to 2% rate only) – Less: withholding on pay stub Jan 1 – Jan 19, 2008 – multiply by 60%. In a case where the withholding on a W2 exceeds Louisville's 2% tax rate, the 2% tax rate must be used.
- B1. Other cities withheld on paystub Jan 1 - Jan 19, 2008 multiply by 100%. In a case where the withholding rate exceeds Louisville's 2% rate, the 2% must be used.
- C. Enter the amount of Estimate Declaration paid for the tax year.
- D. If you had an overpayment on a prior year tax return that was not refunded, enter the amount.
- E. Total lines 6(A) through 6(D). This is the total amount of available credits.

LINE SEVEN – TAX DUE

If line 5 (Louisville Income Tax) is greater than line 6(E) (Total Credits), enter the difference. This is the Amount of Tax Due. If this amount is greater than \$100.00, you could be subject to failure to file quarterly declarations penalties. Amounts under \$1.00 are not payable.

LINE EIGHT – OVERPAYMENT CLAIMED

- (A) If line 5 (Louisville Income Tax) is less than line 6(E) (Total Credits), enter the difference. This is the Amount of Overpayment.
- (B) Enter the portion of Line 8(A) that you would like applied to next year's return.
- (C) Enter the portion of Line 8(A) that you would like refunded. Amounts under \$1.00 will not be refunded.

LINE NINE – LATE FILING PENALTY

If your return is filed after April 15th or for fiscal filers, after the fourth month after the close of the fiscal year, you are subject to

a penalty of ten percent (.10) of line 5 on Page 1. The minimum penalty is \$25.00.

LINE TEN – OTHER PENALTIES

Penalties can be assessed for failing to file declaration returns and for late payment of taxes due. The penalty is one percent of the amount of the unpaid tax for each month or fraction thereof if paid during the first three months after such taxes became due, five percent of the amount of the unpaid tax if paid during the next three months and ten percent of the amount of the unpaid tax if paid later than six months after the same have become due.

LINE ELEVEN – TOTAL TAX DUE BY APRIL 15th

Add Line 7, Line 9, and Line 10, REMIT TO:
CITY OF LOUISVILLE
INCOME TAX DEPARTMENT
215 SOUTH MILL STREET
LOUISVILLE, OHIO 44641-1699

INSTRUCTION FOR MANDATORY DECLARATION OF ESTIMATED TAX

**YOU MUST ESTIMATE IF YOU OWED
MORE THAN \$100.00 IN TAX.
ENTER THE YEAR OF TAX DECLARATION**

LINE 12 – INCOME SUBJECT TO LOUISVILLE TAX

- (A) Enter the amount of estimated income that will be subject to Louisville Tax.
- (B) Multiply Line 12A by two percent (.02). This will be the Estimated Tax.

LINE 13 – ESTIMATED CREDITS

- (A) Enter Estimated amount of Louisville tax withheld.
- (B) Enter 60% of estimated amount of tax to be withheld for other cities. **In a case where the withholding tax exceeds Louisville's tax rate of 2%, the 2% tax rate must be used to figure the estimate.
- (C) Enter other estimated credits (specify).
- (D) Total of Line (13A), (13B), and (13C).
- (E) Total of estimated income tax (13D) subtracted from (12B).

LINE 14 – CALCULATION OF 1ST QUARTER ESTIMATE

- (A) Multiply Line (14A) x .25
- (B) Less: Overpayment from Line (8B)
- (C) First Quarter estimate due paid with return. Subtract (14B) from (14A)

LINE 15 – BALANCE OF ESTIMATED TAX TO BE PAID BY INSTALLMENT

You will be invoiced for the remaining three quarters of estimated taxes. Multiply line (14A) by 3.

The taxpayer is responsible for the contents of the return.

PAGE TWO INSTRUCTIONS

LINE 17 – BUSINESS PROFIT OR LOSS – (3 YRS.)

Enter profit (loss) from Federal Schedule C or Federal Form 1120.

LINE 18 – SALE OF BUSINESS PROPERTY

Enter profit (loss) from sale of business property from Federal Form 4797.

LINE 19 – RENTAL PROPERTY

Enter profit (loss) from Federal Schedule E. Supplemental Income Schedule. A list of all tenants who rented during the tax year must be attached to the return. Failure to comply could result in penalties being assessed. Rental losses CANNOT be carried over from prior years.

LINE 20 – ALL OTHER INCOME

- 1. **Partnership** - If a partnership principal offices are within the City of Louisville, enter the amount of profit (loss) from the Federal Schedule 1065.
- 2. **Partners** - If a citizen of Louisville is in partnerships located outside the City enter partner share of profit (loss) from Federal Form 1065 K1.
- 3. **Other Income** - Income from fees, tips, commission and miscellaneous income earned within the City of Louisville.

LINE 21 – TOTAL OF LINES 17 THRU 20

- 1. The sum of lines 17, 18, 19 and 20.
- 2. Individuals carry forward to page 1, line 3. Corporations go to lines 22 and/or 23, if applicable
- 3. Individuals cannot offset W-2 income by a loss from business and/or rentals.

INDIVIDUAL TAXPAYERS STOP HERE

LINE 22 - ADJUSTMENTS TO FEDERAL INCOME (LOSS) ADDITIONS

- A. Enter the amount of capital losses that are included in income (loss) in Federal schedules.
- B. If you deducted expenses on federal return in production Income Non-Taxable in Louisville, you must enter that amount here.
- C. If you deducted State, Federal and Local income taxes on your Federal schedule, you must enter the amount here.
- D. Plans that defer income (e.g. retirement) to future years are taxable.
- E. Total lines 22(A) through 22(D).

DEDUCTIONS

- F. Capital gain as a result of investment portfolio transaction are not taxable. Ordinary capital gain as defined by the Internal Revenue Service are taxable.
- G. Interest income from investments are not taxable.
- H. Dividends earned on Stock ownership are not taxable.
- I. Any other income ruled not taxable by the Chapter 191 of the Codified Ordinances. See General Instructions.
- J. Total Lines 22(F) through 22(J).
- K. Combine Line 22(E) and Line 22(J). Then add or subtract line 22(K) from your Federal Income (Loss) and enter on line 22.

LINE 23 – BUSINESS ALLOCATIONS FORMULA

The Business Allocation formula is to be only used for business that did not keep separate accounting records for each location of business.

STEP 1A – Enter the average value of real and tangible rental property as filed with the County Auditor.

STEP 1B – Multiply Gross Annual Rents Paid by 8 (Add Step 1A to Step 1B)

STEP 2 – Enter the Gross Receipts as stated on your Federal Tax return.

STEP 3 – Enter wages, salaries and other compensation paid to employees for the tax year.

STEP 4 – TOTAL all percentages.

STEP 5 – **AVERAGE PERCENTAGE** – Divide the amount on Step 4 by the number of percentages used.

STEP 6 – Multiply your income (loss) from your Federal Return by the percentage on Step 5 and enter on line 23.