

CITY OF WAPAKONETA 2015 INCOME TAX RETURN

DUE APRIL 18, 2016

FILING REQUIRED, EVEN IF NO TAX DUE, BY **APRIL 18, 2016**

**PENALTY AND INTEREST WILL BE ASSESSED
FOR REFUSAL TO COMPLY.**

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**COPY OF FEDERAL EXTENSION MUST BE FILED WITH
THIS OFFICE ON OR BEFORE **APRIL 18TH** TO AVOID
ASSESSMENT OF PENALTY AND LATE FILING FEE.**



MAILING:

Mail your final return complete with W-2's
and/or appropriate Federal Schedules

TO: Wapakoneta City Income Tax
701 Parlette Court
P.O. Box 269
Wapakoneta, Ohio 45895-0269

ASSISTANCE:

For questions not answered in the
General Instructions or help in filing
please call (419) 738-7342 or stop
in the office between the hours of
7:30 A.M. to 4:30 P.M. Monday
thru Friday, or visit our web site
at www.wapakoneta.net
Fax: (419) 738-4762

GENERAL INSTRUCTIONS

1. **WHO SHOULD FILE THIS RETURN:** Anyone receiving this form and all Wapakoneta residents whether or not any tax is due are required to file. Also, all individuals, partnerships, corporations or other entities having income taxable by the City of Wapakoneta have a filing obligation. There is no minimum age or wage requirement. Part year residents are required to file a return on wages paid while living in Wapakoneta. Please note that if wages are prorated, credit for tax withheld must also be prorated.
2. **WHEN AND WHERE TO FILE RETURN:** The filing deadline is no later than **April 18** following the close of the tax year. All wage earners must file on a calendar year basis. Fiscal year taxpayers must file on or before the 105th day following the close of the fiscal year. A return is considered timely filed when received by the City of Wapakoneta on **April 18** or earlier. A return that is mailed must be postmarked **April 18** or earlier. The cancellation from a postage meter does not constitute a postmark and the day that the City of Wapakoneta receives the tax return will determine the date of filing. Returns are filed with the City of Wapakoneta Income Tax Department, 701 Parlette Court, P.O. Box 269, Wapakoneta, Ohio 45895-0269.
3. **EXTENSION OF TIME TO FILE:** An extension must be filed on or before the original due date of the return, must be in writing, and for a period not to exceed 6 months or not more than 30 days beyond any extension requested and granted by the IRS. A copy of the Federal Extension form is acceptable.
4. **INCOME SUBJECT TO TAX:** Income subject to taxation includes, but is not limited to the following:
 - A. All salaries and wages (reported in Box 5 of your W-2 as Medicare wages), commissions, tips, directors fees, executor fees, sick pay, severance pay, bonuses, deferred compensation, incentive payments, strike pay, wage continuation plans, income received as a result of a covenant not to compete, supplemental unemployment benefits, vacation pay, lottery winnings, compensation received by residents of the City of Wapakoneta, regardless of where earned, income received from the exercise of stock options. This includes ordinary gains from the sale of business property as reported on Form 4797.
 - B. The net profits of all unincorporated business, partnerships, professions, rentals, farm income or other activities conducted by residents of the City of Wapakoneta regardless of where earned.
 - C. The net profits of all corporations derived from work done or services performed or rendered in the City of Wapakoneta.
 - D. Employee business expenses that have been properly reported on Federal Form 2106 and that have been deducted for Federal tax purposes may be included as an adjustment to taxable income if the total of such expenses does not exceed the related income from the same employer. When income is pro-rated, employee business expenses relating to that income must also be pro-rated, employee business expenses relating to that income must also be pro-rated. Employee business expenses related to income earned in another taxing municipality may be eligible for a refund from that city. When claiming a deduction for employee business expenses, a copy of Form 2106 and Federal Schedule A must be filed with the income tax return.
5. **INCOME NOT TAXABLE:** Dividends, interest, military pay and allowances (including Ohio National Guard Reserve), pensions, annuities, alimony, social security, Medicare, poor relief, unemployment benefits, lump sum distributions, disability income, capital gains, and Section 125 (cafeteria plans) contributions.
6. Losses from Federal Schedules may NOT be used to reduce wages. The portion of a net operating loss sustained for a tax year allocable to the City of Wapakoneta may be applied against the portion of the profit of the succeeding year(s) allocable to the City of Wapakoneta until exhausted, but in no event for more than five (5) years.
7. **TAX CREDIT:** Credit for municipal tax withheld or paid to other communities is given, not to exceed 1%.
8. **CITY vs. FEDERAL RETURNS:** Exemptions and certain itemized deductions as available on individual federal returns are NOT DEDUCTIBLE on city returns. Items not deductible: moving expense, tax sheltered annuity, IRA or Keogh contributions, capital losses, alimony expense, expenses applicable to non-taxable income.
9. **PENALTY AND INTEREST:** Penalty and interest are assessed for failure to file a return and/or pay the tax when due.
10. **DECLARATION:** A declaration is required to be filed when a taxpayer anticipates taxable income that is not subject to 1% withholding. (If estimated tax is \$100.00 or less, no declaration is necessary.) A declaration must be filed on or before **April 18**. Fiscal year taxpayers must file within 105 days after the beginning of each fiscal year. Payment of the estimated tax may be paid in full with the declaration or in equal installments on or before the **15th** of the fourth, seventh, tenth and twelfth months after the beginning of the taxable year. The first quarter voucher is on the bottom of the tax return. The remaining vouchers are included with the tax return packet.

INSTRUCTIONS FOR COMPLETING CITY TAX RETURN

- Line 1** List each W-2 separately entering employer's name, city where work performed, amount of Wapakoneta tax withheld, credit for other city tax withheld (see line 5d below), and wage amount from Box 5 of the W-2 (Medicare wage). If your W-2's and earnings summaries are marked "various" or "all cities" in the local tax withheld box, please request an itemized breakdown by city from your employers and attach this to your return. Total each column.
 - Line 2** If W-2 income only, proceed to Line 3. If earnings are other than W-2 wages, enter the total of all Other Income from Page 2. Attach all appropriate federal schedules.
 - Line 3** Total of Lines 1 and 2.
 - Line 4** Multiply the amount on Line 3 by 1% (.01).
 - Line 5** Credits
 - a. Enter total Wapakoneta tax withheld (from Line 1a)
 - b. Estimated tax paid (will print automatically)
 - c. Credit from prior year (will print automatically)
 - d. Step 1 - If your income was earned in a city with a tax rate greater than 1%, multiply your wage amount by 1% - this is the amount you will receive as a credit.
 - e. Add lines a through d.
 - Line 6** Subtract Line 5e from Line 4. This is tax due. If overpayment, enter amount on Line 9. NOTE: Refunds or tax due of less than \$3.00 are not payable.
 - Line 7** Complete only if return is being filed and/or paid after **April 18** (or appropriate fiscal year end). Penalty and interest are figured on the net tax due.
 - Line 8** Line 6 plus Lines 7a,b,c. Make check payable to CITY OF WAPAKONETA INCOME TAX.
 - Line 9** Refund or credit from line 6.

**TAXPAYERS WHO ARE NOT FULLY WITHHELD
MUST CONTINUE ON TO LINE 10.**
 - Line 10** List estimated income subject to taxation which is not fully withheld by employer and/or is reported on Line 2. Multiply this figure by 1% (.01) which is your estimated tax.
 - Line 11** Enter credit from prior year (Line 9 above).
 - Line 12** Net city tax due (if \$100.00 or less, no estimate required).
 - Line 13** Enter amount paid with return (at least 22.5% of Line 12).
 - Line 14** Enter amount due from Line 8 above
 - Line 15** Enter amount from Line 13
 - Line 16** Total Lines 14 and 15. Make check payable to:
CITY OF WAPAKONETA INCOME TAX
- Sign and date return. Mail with payment prior to **APRIL 18** to avoid late filing fee/penalty.