

# INSTRUCTIONS FOR VILLAGE OF WOODLAWN INCOME TAX RETURN

## WHO MUST FILE THIS RETURN?

1. ALL WOODLAWN RESIDENTS 18 YEARS OF AGE AND OLDER MUST FILE A RETURN REGARDLESS OF INCOME. IF YOU HAVE RECEIVED THIS FORM AND HAVE NO TAXABLE INCOME, PLEASE FILE IT STATING WHY YOU ARE NOT SUBJECT TO VILLAGE TAX.
2. ALL INDIVIDUALS, PARTNERSHIPS, CORPORATIONS AND ANY OTHER ENTITY HAVING INCOME TAXABLE BY THE VILLAGE OF WOODLAWN.

**WHEN TO FILE:** APRIL 15TH - OR FOUR MONTHS AFTER FISCAL YEAR ENDING DATE.

**WHERE TO FILE:** INCOME TAX DEPARTMENT, VILLAGE OF WOODLAWN, 10141 WOODLAWN BLVD, WOODLAWN, OH 45215-1324.

**REQUIREMENTS:** **TOTAL TAX DUE ON LINE 13 MUST BE PAID IN FULL** OR THE FORM WILL BE CONSIDERED **INCOMPLETE**. THIS WILL SUBJECT YOU TO INTEREST AND PENALTY CHARGES IF FORM IS NOT FILED BEFORE THE DEADLINE.

## FOR COMPLETION OF LINES 1 THROUGH 18.

1. ENTER THE GRAND TOTAL OF QUALIFYING WAGES FROM ALL W-2 FORMS FOR THE TAX YEAR. EACH W-2 FORM SHOULD BE EXAMINED AS THE LOCAL WAGE SHOULD EQUAL THE MEDICARE WAGES. QUALIFYING WAGES INCLUDES 401K CONTRIBUTIONS, DEFERRED ANNUITY PLANS AND STOCK OPTIONS. GAMBLING WINNINGS ARE TAXABLE AND SHOULD BE INCLUDED ON THIS LINE.

(BE SURE TO INCLUDE A COPY OF THE APPLICATBLE FEDERAL FORM 1040)

2. TO BE COMPLETED ONLY IF YOU HAVE INCOME OTHER THAN WAGES, SALARIES, ETC. PLEASE ATACH SCHEDULES. NOTE: BUSINESS LOSSES MAY NOT BE USED TO OFFSET WAGES. INTEREST AND DIVIDENDS ARE NOT TAXABLE.

3. TOTAL OF LINES 1 & 2.

4. MULTIPLY LINE 3 BY 2% TO OBTAIN TAX DUE.

### 5. CREDITS:

- A. THE AMOUNT OF THE W-2 WITHHELD BY EMPLOYER FOR WOODLAWN.
- B. PAYMENTS PAID DURING THE YEAR ON ESTIMATED TAX INCLUDING PRIOR YEAR OVERPAYMENT.
- C. CREDIT FOR TAX PAID TO ANOTHER CITY CAN BE TAKEN BY WOODLAWN RESIDENTS ONLY AND IS LIMITED TO 2% OF THE AMOUNT OF INCOME ON WHICH TAX WAS WITHHELD. YOU MUST EXAMINE EACH W-2 AND COMPUTE THE TAX CREDIT INDIVIDUALLY - THEN INSERT THE TOTAL OF THOSE TAX CREDITS ON LINE 5C. CREDIT IS GIVEN FOR COUNTY TAXES PAID. IF ONLY A PORTION OF A WOODLAWN RESIDENT'S INCOME IS TAXED BY THE CITY OF EMPLOYMENT, THE UNTAXED BALANCE OF THE INDIVIDUAL'S INCOME IS SUBJECT TO THE 2% WOODLAWN TAX. EXCESS CREDIT PAID TO OTHER CITIES MAY NOT BE APPLIED TO SPOUSE'S TAX CREDIT.

FOR EXAMPLE: IF YOUR W-2 REFLECTS CINCINNATI TAX WITHHELD OF \$105.00. YOU MUST REDUCE THE CREDIT FOR THIS PAYMENT TO \$100.00 SINCE CINCINNATI HAS A 2.1% TAX RATE. THE RATE FOR WHICH YOU RECEIVE CREDIT IS LIMITED TO 2%. IF EARNINGS ARE TAXED BY ANOTHER CITY AT A RATE OF 2% OR LESS, FULL CREDIT MAY BE TAKEN. IF TAXES ARE PAID DIRECTLY TO ANOTHER MUNICIPALITY RATHER THAN WITHHELD, VERIFICATION MUST ACCOMPANY THIS RETURN.

X. TOTAL OF LINES 5 (a), (b) and (c).

6. DIFFERENCE OF LINE 4 AND LINE 5X.

IF LINE 4 IS GREATER THAN LINE 5X, THEN YOU WILL ENTER PAYMENT DUE ON LINE 6.

IF LINE 4 IS LESS THAN LINE 5X, THEN YOU WILL ENTER OVERPAYMENT ON LINE 7.

**IF PAYMENT IS DUE, PLEASE REMIT WITH RETURN OR THE FORM WILL BE CONSIDERED INCOMPLETE AND DELINQUENT.**

7. IF OVERPAYMENT APPLIES, PLEASE INDICATE THE PORTION THAT YOU REQUEST TO BE APPLIED TO NEXT YEAR'S ESTIMATE TAX AND THE PORTION THAT YOU REQUEST TO BE REFUNDED. IF THIS IS NOT COMPLETED THEN ALL THE CREDIT WILL BE APPLIED TO YOUR ESTIMATED TAX FOR NEXT YEAR.

8. THE DECLARATION OF ESTIMATED TAX FOR THE CURRENT YEAR IS A FILING REQUIREMENT. IF \$100.00 OR MORE WILL BE OWED. YOU ARE REQUIRED TO MAKE QUARTERLY PAYMENTS TO AVOID PENALTY AND INTEREST CHARGES. AT LEAST SEVENTY PERCENT OF CURRENT YEAR LIABILITY MUST BE PAID IN QUARTERLY INSTALLMENTS.

9. CREDITS APPLY FOR TAX WITHHELD AND CREDIT TO ANOTHER MUNICIPALITY.

10. TAX ON LINE 8 MINUS CREDITS ON LINE 9X IS YOUR ESTIMATED TAX FOR THIS YEAR.  
A. MINUS OVERPAYMENT.

11. ONE-FOURTH OF LINE 10 LESS LINE 10A IS **REQUIRED** TO BE PAID WHEN YOUR RETURN IS FILED.

12. LINE 6 PLUS LINE 11 IS THE TOTAL PAYMENT DUE.

**NOTE: UNLESS ACCOMPANIED BY PAYMENT OF THE BALANCE OF TAX DECLARED DUE (LINE 6) AND AT LEAST 1/4 OF THE ESTIMATED TAX DUE (LINE 11). THIS FORM IS NOT A LEGAL FINAL RETURN OR DECLARATION.**

## DECLARATION AND RETURN PAYMENT CALENDAR

**APRIL 15.**  
File return. Pay 1st  
Quarterly payment.

**JULY 31.**  
Make 2nd  
Quarterly payment.

**JAN. 31.**  
Make 4th  
Quarterly payment.

**APRIL 15.**  
File return. Pay 1st  
Quarterly payment.