

**MAIL TO:**  
**VILLAGE OF ELMORE**  
**DIVISION OF TAXATION**  
**P.O. BOX 94**  
**ELMORE, OH. 43416**

| TAX OFFICE USE ONLY           |  |
|-------------------------------|--|
| Code # _____                  | _____  |
| Processed By _____            | _____  |
| <input type="checkbox"/> CASH | <input type="checkbox"/> M.O. <input type="checkbox"/> CHECK |
| \$ _____                      | _____  |

Tax Year \_\_\_\_\_ 2007 \_\_\_\_\_ Due Date 4/15/2008  
 Fiscal Period From \_\_\_\_\_ through \_\_\_\_\_

NAME AND ADDRESS \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Account Number \_\_\_\_\_

Federal ID Number \_\_\_\_\_

SOCIAL SECURITY NUMBER

|        |       |       |       |
|--------|-------|-------|-------|
| Yours  | _____ | _____ | _____ |
| Spouse | _____ | _____ | _____ |

Phone (    ) \_\_\_\_\_

Indicate here if you are not required to file.     Retired     Unemployed     Other \_\_\_\_\_

**1. WAGES -- If Your Only Source of Income Is From Wages Complete Page 1 Only.**

| W2<br>COPIES<br>MUST<br>BE<br>ATTACHED | EMPLOYER'S NAME | WHERE EMPLOYED | CITY TAX WITHHELD | TOTAL W2 WAGES |
|--|-----------------|----------------|-------------------|----------------|
|  |                 |                |                   |                |
|  |                 |                |                   |                |
|  |                 |                |                   |                |
|  |                 |                |                   |                |
| TOTALS                                 |                 |                | \$ _____          | \$ _____       |

- 2. OTHER TAXABLE INCOME (From Page 2)..... \$ \_\_\_\_\_
- 3. TOTAL INCOME (Total Lines 1 & 2)..... \$ \_\_\_\_\_
- 4. A. NET PROFIT FROM BUSINESS OR PROFESSION..... \$ \_\_\_\_\_
- B. INCOME FROM PARTNERSHIP, ETC., including farms..... \$ \_\_\_\_\_
- 5. TOTAL TAXABLE INCOME (Total Lines 3, 4a & 4b)..... \$ \_\_\_\_\_
- 6. TAX DUE (Line 5 multiplied by tax rate)..... .0175 ..... \$ \_\_\_\_\_
- 7. CREDITS
  - A. INCOME TAX WITHHELD..... \$ \_\_\_\_\_
  - B. TAXES PREPAID ON ESTIMATE..... \$ \_\_\_\_\_
  - C. TAXES PAID TO ANOTHER CITY (Credit cannot exceed 0.0 % of income earned in another city.)..... \$ \_\_\_\_\_
  - D. CREDITS FROM PRIOR YEAR..... \$ \_\_\_\_\_
  - E. TOTAL CREDITS (Lines a, b, c, and d)..... \$ \_\_\_\_\_
- 8. BALANCE OF TAX DUE..... \$ \_\_\_\_\_
- 9. PENALTY \_\_\_\_\_ INTEREST \_\_\_\_\_ TOTAL..... \$ \_\_\_\_\_
- 10. BALANCE LINE 8 PLUS 9 ..... \$ \_\_\_\_\_
  - OVERPAYMENT TO BE     REFUNDED OR     CREDITED TO NEXT YEAR..... \$ \_\_\_\_\_

I declare that the information contained in this tax return has been examined by me and to the best of my knowledge and belief, is a true and complete return.

\_\_\_\_\_  
 (Signature of firm or person, other than taxpayer, preparing return)

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (Signature of Taxpayer)

\_\_\_\_\_  
 (DATE)

\_\_\_\_\_  
 (Signature of Spouse)

\_\_\_\_\_  
 (DATE)

**DECLARATION OF ESTIMATED TAX FOR YEAR 2008**

Acct. # \_\_\_\_\_  
 Name \_\_\_\_\_

- 1. Estimated income subject to municipal tax \$ \_\_\_\_\_ . Multiply by tax rate 1.75% Estimated Tax Due..... \$ \_\_\_\_\_
- 2. LESS TAX TO BE WITHHELD
  - a. By Employer..... \$ \_\_\_\_\_
  - b. By an employer (name of city) (See Instructions)..... \$ \_\_\_\_\_
  - c. Overpayment on previous year's return (Line 10) ..... \$ \_\_\_\_\_
  - d. Total Credits (a, b, and c)..... \$ \_\_\_\_\_
- 3. Balance of Estimated Tax (Line 1 minus Line 2d)..... \$ \_\_\_\_\_
- 4. Amount paid with this return (not less than 1/4 of Line 3)..... \$ \_\_\_\_\_
  - Payment (Line 10 of Annual Return above plus Line 4 of Estimate).....

**SCHEDULE C**

NOTE - IF column A is used, disregard Column B

|   | <b>COLUMN A</b><br>As shown by<br>Federal Return | <b>COLUMN B</b><br>Allocable To<br>This Community |
|---|--|---|
| 1. Net Profit or Loss per your Federal Income Tax Return (attach income statement)----- | \$   | \$  |
| 2. Add items not deductible under Tax Ordinance (Schedule X)-----                       | \$   |   |
| 3. Deduct items not taxable under Tax Ordinance (Schedule X)-----                       | \$   |   |
| 4. Adjusted Net Profit-----   | \$   | \$  |
| 5. _____%(as determined by Business Allocation Formula)of Line4, Col. A.-----           | \$   | xxxxx   |
| 6. Net Profits - Line 5, Column A; or Line 4, Column B (Enter on Line 2 – Page 1)-----  | \$   | \$  |

**SCHEDULE X**

**ADJUSTMENT OF NET PROFIT OR LOSS LINE 1, SCHEDULE C ABOVE, TO EXCLUDE INCOME NOT TAXABLE AND EXPENSES NOT ALLOWABLE, UNDER INCOME TAX ORDINANCE**

Schedule X entries are allowed only to the extent directly included in determination of net profits as shown in your Federal Return.

| Items Not Deductible - <b>ADD</b>   |    | Items Not Taxable – <b>DEDUCT</b>                                   |    |
|---|----|---|----|
| a. Withdraw by proprietor or partners, if included in any expense accounts----- | \$ | e. Capital Gains-----   | \$ |
| b. All income taxes paid or accrued-----  | \$ | f. Other - attach explanation citing legal basis for deduction----- |    |
| c. Net operating loss carry-forward, from Federal Return-----                   | \$ |   | \$ |
| d. Capital losses-----  | \$ |   |    |
| <b>Total Additions</b><br>(enter on line 2, Schedule C above)----               | \$ | <b>Total Deductions</b><br>(enter on line 3, Schedule C above)----- | \$ |

**SCHEDULE G – INCOME FROM RENTS not included in Schedule C above**

(Copy from Federal Income Tax Schedule)

| Location of Property   | Amt. Rent | Depreciation | Repairs  | Other expense | Net Income |
|--|-----------|--------------|----------|---------------|------------|
| _____  | \$ _____  | \$ _____     | \$ _____ | \$ _____      | \$ _____   |
| _____  | _____     | _____        | _____    | _____         | _____      |
| _____  | _____     | _____        | _____    | _____         | _____      |
| <b>Total:</b>  | \$ _____  | \$ _____     | \$ _____ | \$ _____      | \$ _____   |
| (If total gross monthly rental from all properties does not exceed \$100.00 DO NOT show any Net Income here) |           |              |          |               | \$ _____   |

| Business Allocation Formula   | <b>a.</b><br>Located<br>Everywhere | <b>b.</b><br>Located in<br>Municipality | Percentage<br>(b divided by a) |
|---|------------------------------------|---|--------------------------------|
| <b>Step 1.</b> Average Value of Real & Tangible Personal Property----   | \$ _____                           | \$ _____                                | xxxxx                          |
| Gross Annual Rentals multiplied by 8-----   | \$ _____                           | \$ _____                                | xxxxx                          |
| Total Step 1-----   | \$ _____                           | \$ _____                                | %                              |
| <b>Step 2.</b> Net Sales-----   | \$ _____                           | \$ _____                                | %                              |
| <b>Step 3.</b> Wages, Salaries Paid-----  | \$ _____                           | \$ _____                                | %                              |
| <b>Step 4.</b> Total Percentages -----  | -----                              | -----                                   | %                              |
| <b>Step 5.</b> Average percentage (Divide total percentages by number of percentages used. Carry to line 5 - Schedule C, above) |                                    |   | %                              |

Village of Elmore  
Department of Taxation  
P.O. BOX 94  
Elmore, OH. 43416

VILLAGE OF ELMORE- INSTRUCTIONS FOR COMPLETING ANNUAL RETURNS - YEAR 2007

**GENERAL INSTRUCTIONS:**

- 1) Joint returns may be filed by married persons only.
- 2) All residents or persons domiciled in the Village are required to file an annual return regardless of whether any tax is due.
- 3) Domiciled is defined as the legal residence of the taxpayer. Taxpayers may only have one legal residence at a time. Persons temporarily out of the community do not lose their residence status if they plan to return, if they file tax returns, vote or use the address to receive their mail.
- 4) Retired persons receiving only pensions, interest income or other types of exempted income need only check off that they are retired and return the signed form to the Administrator by April 15<sup>th</sup> of each year to maintain their exempt status.
- 5) All earned income must be reported such as wages, salaries, compensation for services, lotteries or gambling, income from businesses or professions, rental income or farm income must be reported. Use Medicare Wages (Box 5) as your gross income. The tax is on the gross income before any deductions for taxes, deferred income, or contributions to a 401k plan.
- 6) Notify the tax office immediately of changes of address, as failure to receive a form is no excuse for not filing a return as required.
- 7) Payment of any tax due along with the first quarter of the current year estimate must be made when filing the return. Checks must be made payable to the Village of Elmore.
- 8) Penalties and Interest will be assessed if the return is filed after the due date or if less than the required estimate payments are not paid by January 30<sup>th</sup> of the year following the end of the tax year

**SPECIFIC INSTRUCTIONS**

Line 1. List each W-2. Attach copy of W-2's and a copy of each 1099 used to calculate taxable income. Attach a list if more than space available is needed. Use Gross income as defined above.

Line 2. List other taxable income from page 2, if any.

Line 3. Total lines 1 and 2 (Enter Total Here)

Line 4. A. Enter income from Business or Profession, (Attach profit or loss statement or complete Schedule on page 2 with attachments)

B. Enter income from Partnership and attach complete copy of Federal Form 1065 if business is located in the Village of Elmore or a copy of Schedule K for residents share of income for income earned outside of Elmore. Partnerships within Elmore must file as entity.

Line 5. Total taxable income.

Line 6. Multiply line 5 by tax rate (.0175) Enter Tax Due.

Line 7. Credits: A. Enter Tax Withheld for Elmore only.

B. Enter Estimated Tax Paid to Elmore.

C. No Credit allowed for taxes paid to another communit

D. Enter overpayment credit from prior year.

E. Total Lines A, B, D, and E.

Line 8. Deduct Line 7E from Line 6 and enter tax due.

Line 9. Calculate Penalty and Interest Due. 1.5% penalty and 1.5% interest or 3% total per month late. Minimum penalty of \$15.00 if filed late.

Line 10. Add tax Penalties and Interest Due and enter Balance Due

COMPLETE THE ESTIMATE FOR 2008 AND ADD THE FIRST QUARTER PAYMENT TO THE BALANCE DUE FOR 2007 SHOWN ON LINE 10 ABOVE. REMIT TOTAL BALANCE DUE WITH RETURN BY APRIL 15, 2008.