

IMPORTANT PLEASE READ

This is your Delta Village Income Tax Return. Included are the annual return, Declaration of estimated tax and instructions.

Our tax office staff is available to assist you in completing your village tax return and answer any questions you may have about your tax filing. Our office is located at 401 Main Street. Phone (419)822-4500 x 102. Office hours Monday through Friday 8 a.m. - 4:30 p.m.

Make sure your returns are signed and any remittance for tax due enclosed with your return along with copies of all appropriate Federal Forms, schedules and W-2 forms as necessary for support documentation. Make Checks payable to Delta Village Income Tax.

GENERAL INFORMATION

WHO MUST FILE

Every Resident, mandatory filing for all residents whether or not a tax is due. If unemployed, or had no taxable income you are still required to file a return indicating your status. If retired, you must file a final return to advise of status.

Every Non Resident of Delta for work done, services performed or rendered in the Village of Delta.

Every Business Entity (individual, proprietorship, partnership, corporation, profession, etc) whether a resident or non resident who conducts a business in Delta must file a return and pay any tax on the net profit. If you have a net loss, you are still required to file a return. (Business includes rental and farm income.)

Individuals employed in Delta receiving wages, salaries, commissions etc., and whose employers have not withheld village income tax are required to file a tax return with the Village of Delta and pay any tax due.

PARTIAL YEAR RESIDENT

If you were a resident of Delta for only a portion of the year, you are only subject to tax on the income earned during the period of your residency. **(Income earned in Delta is taxed at 100% and is exempt from partial year calculations.)** 1. Gross wages (per W-2) ÷ (months worked) X (months as Delta resident) = Delta Taxable income. 2. City tax withheld (per w-2) not to exceed 1.0%, ÷ (months worked) X (months as Delta resident) = Allowable credit. Contact city tax department for clarification.

If you moved into Delta and tax is not withheld on first check stub, or is less than 1.5%, contact our office to file.

WHEN AND WHERE TO FILE RETURNS

File your return with the Tax Administrator, Village of Delta 401 Main Street, Delta, Ohio 43515. File your returns by April 15th or the revised Federal Due Date or if you report to the Federal Government on a fiscal year basis, on the 15th day of the fourth month after the end of your fiscal year.

EXTENSION TO FILE

For 2016 and forward any taxpayer that has requested a federal extension for filing the federal income tax return shall automatically receive an extension for the filing of municipal income tax return. Any taxpayer that has NOT requested a federal extension must request an extension for filing a municipal return on or before the date the return is due. A copy of your Federal Extension must accompany your return.

PENALTY AND INTEREST

A onetime penalty of 15% will be charged from the original due date of the return and interest at the rate of 5% plus the federal rate annually. Late filing of the return subjects you to interest and a minimum \$25.00 per month penalty up to \$150 for each failure to timely file a return.

TAXABLE INCOME

Salaries, wages and other compensation earned by Delta residents anywhere and earned by non-residents of Delta for work done or services performed in Delta. Net profits of unincorporated businesses either located in Delta or located anywhere if owned by a Delta resident. Net profits of incorporated business for business activity conducted inside Delta whether or not an office or business is maintained in Delta. All income in excess of \$1000.00 derived anywhere from gaming, wagering, lotteries or schemes of chance by residents of Delta when the income is won or received from Delta sources.

NON TAXABLE INCOME

Unemployment compensation, strike pay, pensions and annuities when received as retirement, active duty military pay, life insurance proceeds, prizes and jury duty.

TAX CREDIT

Delta residents may take a 1% credit on the gross wage for taxes withheld or paid to another city. (Per W-2) If you work in a city with a higher tax rate, you can only receive credit for 1%. If you work in a city with a lower tax rate you are given credit for up to 1% but still owe ½% to Delta.

REFUND/OVERPAYMENT

An overpayment of \$10.01 or more can either be credited to your account or refunded to you. Amounts under \$10.01 will not be refunded, credited nor billed.

DECLARATION OF ESTIMATED TAX

Every resident of Delta who anticipates a tax liability of \$200.00 or more in tax due for the year must file estimated income tax. If local income tax is being withheld by your employer and the ½% liability does not exceed \$200.00 you do not need to file an estimated income tax form.

PAYMENT OF ESTIMATED TAX

The taxpayer making the declaration shall at the time of filing pay at least ¼ of the estimated annual tax due. At least a similar amount shall be paid on or before April 15th, June 15th, September 15th and January 15th.

PENALTY FOR UNDERPAYMENT OF ESTIMATED TAX

A penalty may be imposed on unpaid estimated income tax equal to 15% of the amount not timely paid.

BUSINESS LOSSES

Allowable loss carry forward. Losses going back further than 5 years are not allowed. Aggregated losses can be carried forward for the succeeding 5 tax years. Business losses may not be used to reduce W-2 Income.

INSTRUCTIONS FOR PREPARING VILLAGE OF DELTA INCOME TAX RETURNS

Heading- If this return is made for period of time other than the calendar year; insert the beginning and ending date of the period. Enter your name, address and social security number, if it is not already printed on your return or needs corrected. If you do not have an account number, one will be assigned upon the receipt of your return.

- Line 1.** – (Column A) Enter the name of each individual employer from W-2 forms. Attach list for additional W-2's.
(Column B) Enter the city of each employer where you perform work.
(Column C) Enter the amount of city tax withheld for another city (not to exceed 1%) as shown on W-2 form. See “Tax Credit”
(Column D) Enter the amount of Delta city tax withheld as shown on W-2 form.
(Column E) Enter the **total** amount of all gross compensation from all W-2 forms for the tax year listed on your return. Each W-2 form should be examined in all wage areas for the highest wages. Income taxable by the city may differ from the income taxed by the Internal Revenue Service. **Be sure to attach all W-2 forms.** A W-2 form photocopy will be accepted.
- Line 2** -Enter total other income. The net profits or losses from business activities or investments other than income. If the aggregation results in a net profit, tax is due. If the aggregation results in a net loss, the loss may be carried forward to the succeeding 5 tax years. Losses cannot be used to reduce W-2 income. **Copy of Federal Schedules Required**
- Line 3** - Enter total of column E (Gross Earnings) & Line 2.
- Line 4** - (For business use) Enter any total adjustments (Business expenses must have Form 2106 attached)
- Line 5** - Line 3 minus any adjustments from line 4.
- Line 6** - Multiply amount on Line 5 by .015 Enter total on this line. This is your **Tax Liability**.

Line 7. - CREDITS:

- 7(a) Enter total tax credits withheld from other cities (Total Column 1C); not to exceed 1%. See “Tax Credit”
(b) Enter Delta city tax withheld (Total Column 1D)
(c) Amount paid on a Declaration of Estimated Tax will appear on this line.
(d) Overpayments from preceding year.
(e) Add together credit lines 7a, b, c, d.

Line 8(a) Subtract Line 7e from Line 6. Enter the difference here. **TAX DUE. (Less than \$10.01 amount NOT due)**

- (b) If Line 7e exceeds Line 6 enter difference of overpayment on this line.
(c) Enter amount you want applied to next year's estimated tax. (Less than \$10.01 not credited).
(d) Enter amount you want refunded after being audited by the Tax Department. (Less than \$10.01 not refunded.)

Line 9 Penalty is a flat non-payment penalty of 15% of amount not paid AND a uniform late filing penalty of \$25.00 per month, up to a maximum of \$150.00, for each failure to timely file each return. Interest is 5% annually plus federal rate.

Line 10 Line 8a added to Line 9. Enter TOTAL AMOUNT PAYABLE WITH THIS RETURN on or before April 15th or the Revised Federal Due Date.

DECLARATION OF ESTIMATED TAX

Line 11 Enter here total estimated tax on income subject to tax, multiplied by tax rate of 1.5%

Line 12 Enter any Delta tax to be withheld or credit for tax withheld/paid to another city.

Line 13 Enter total from Line 12 (Box 1 and 2).

Line 14 Enter net tax due by subtracting Line 13 from Line 11.

Line 15 Enter amount due with estimate ¼ of line 14 payable with this return on or before April 15 or the Revised Federal Due Date.

Line 16 If applicable, enter overpayment from previous year (Credit Line 8c). If credit Line 8c exceeds Line 15, credit will carry over into 2nd quarter payment. No estimated tax will be due at this time, unless you want to pay your remaining estimate balance in full for the year.

Line 17 Subtract Line 16 from Line 15

Line 18 **AMOUNT DUE WITH THIS FORM** on or before April 15 or the Revised Federal Due Date.

ALL W-2 FORMS AND APPROPRIATE FEDERAL SCHEDULES MUST BE ATTACHED TO THE BACK OF TAX RETURN TO BE COMPLETED. IF NOT ATTACHED, THEY WILL BE RETURNED MARKED INCOMPLETE AND WILL NEED TO BE RESUBMITTED WITH PROPER SUPPORTING DOCUMENTATION WITHIN TEN DAYS.

SIGNATURE-YOUR TAX RETURN MUST BE SIGNED AND DATED BEFORE SUBMITTING IT TO THE DELTA VILLAGE INCOME TAX DEPARTMENT. A RETURN IS NOT FILED WITHIN THE MEANING OF THE LAW, UNTIL SIGNED BY THE TAXPAYER(S) OR AN AGENT LEGALLY AUTHORIZED TO SIGN TAX RETURNS FOR SUCH TAXPAYER(S). ANY RETURN RECEIVED UNSIGNED WILL BE RETURNED FOR PROPER SIGNATURE.