

**Due Date:** April 15 or 105 days after the end of the fiscal period. **Mail To:** Tax Department, P.O. Box 862, Findlay, Ohio 45839-0862.

**Who Must File:** Resident individuals who have income that is taxable by Arlington must file, even if no tax is due. Any person, business, or entity that conducted business in Arlington must file, even if no tax is due. Non-resident individuals who worked in Arlington must file if all their tax was not withheld. Please file if the Tax Department sent you a tax form.

**Who Does Not Have to File:** Non-resident individuals who work in Arlington do not need to file if all their tax has been properly withheld by their employers. If your only source of income is from Social Security and pensions, you do not need to file. Please file if the Tax Department sent you a tax form, even if to inform us that you have no taxable income.

**Who Must Pay the Tax:** Your income is taxable by Arlington when you reach age 16 and you live or work in Arlington. If you live inside the Arlington corporation limits your income is taxable by Arlington regardless of where you work or conduct your business.

**Filing Status:** Please file a joint return even if you filed separate Federal returns. Both names must appear in the address box.

**Payment:** Make checks payable to: **City of Findlay**. There is a \$25.00 fee for returned checks.

**Extensions:** Extensions are granted if a written request or a copy of the Federal extension is received by the Findlay Tax Department by the original due date of the tax return. Timely filed extensions cover the late filing penalty and the late payment penalty. Interest will be charged on tax not paid by the original due date. Please attach a copy of the Federal extension request when your return is actually filed.

**Taxable Income:** Babysitting fees, W-2 box 5 Medicare wages, tips, salaries, commissions, bonuses, incentive pay, severance pay, vacation pay, ordinary income portions from stock options even if not reported in W-2 box 5, strike pay, net housing allowance, jury duty fees, director's fees, union steward fees, executor's fees, 1099-MISC, business, farm, rental, ordinary gains on sales of business property [ORC 718.01(A)], residents' covenants not to compete, guaranteed payments, resident owners' untaxed distributive shares from partnerships etc., income from college-university work-study programs etc., IRC 3402(o)(2)(A) supplemental unemployment compensation. This list is not exhaustive.

**Non-taxable Income:** Active and reserve military pay, alimony, interest, dividends, Social Security benefits, workers' compensation, government-paid unemployment benefits and other government aid, pensions and qualified retirement benefits, 1099-R, IRC 125 cafeteria plan contributions, intangible income, capital gains (losses not deductible), gambling winnings (losses not deductible), proceeds from life insurance and inheritance, limited partner's LP distribution, royalties derived from intangible property, patent and copyright income, first \$100 of annual precinct election official income, IRC 3402(o)(2)(C) sick pay not reported in box 5. Income earned while under age 16 is not taxable.

**Wages:** Assuming your employer has withheld properly, generally use the W-2 box 5 Medicare wages and tips. Use box 18 if you are a public employee or an employee of a public school, college, or university. If your income is from a college-university work-study, internship, or grant program and box 5 is blank, use box 1. Your contributions to deferred compensation plans [such as 401(k)] are taxable. Your income from these plans is not taxable. See ORC 718.03 for a definition of taxable wages for Ohio communities. Stock options are taxable; see "Taxable Income" above.

**If You Moved:** Indicate the date(s) you moved on the tax form. Please write the dates you worked for each employer on your W-2s.

### Filing Instructions

**Line 01:** Arlington Village Income Tax withheld from your wages. (Amount in box 19 of each W-2, if box 20 is "Arlington").

**Line 02:** Tax must be paid to the other cities or villages on the income before the credit will be allowed. You will not be granted a credit for tax that was or will be refunded to you from the other cities or villages. If the tax rate of the city or village where you earned the income is 1% or greater, the credit is limited to 1% of the income that you earned in the other community. If the tax rate of the city or village where you earned the income is less than 1%, the credit is equal to the amount of the tax you paid to the other community. The credit is granted only on income that is subject to Arlington tax. No credit is allowed for tax that was, will be, or can be refunded.

**Line 03:** Total your estimated payments for the tax year. Please do not round this figure.

**Line 04:** Enter your overpayment transferred from last year, unless it is less than \$2. Please do not round this figure.

**Line 05:** Add lines 1 through 4. Please do not round this figure.

**Line 06:** Enter your taxable wages. See "Wages" above. Arlington residents should include all wages regardless of where the wages were earned. Please indicate the number of W-2s you attached.

**Line 6a:** For non-residents and part-year residents only. This line is for a non-resident who had Arlington tax withheld, but may have performed duties outside the village limits during the tax year. This line may also be used by a part-year resident who may have had Arlington tax withheld even during the time period in which he/she was not an Arlington resident and worked outside the village. You must provide a signed statement from your employer or immediate supervisor. See the "Non-resident Employee Refund" form at [www.ci.findlay.oh.us](http://www.ci.findlay.oh.us) for this purpose.

**Line 07:** Record your profits or (losses) from business activities. Arlington residents must include all profits regardless of where the businesses are/were located.

**Line 08:** Record your profits or (losses) from rental properties. Arlington residents must include all profits regardless of where the rental properties are/were located. Non-residents should include only profits and/or losses from rental properties that are within the Arlington corporation limits. Unless derived as a normal part of a business operation, capital gains are not taxable and capital losses are not deductible. Federal passive activity loss limitations do not apply to the Arlington return. See 718.01 of the ORC for capital gains and losses.

**Line 09:** Enter profits or (losses) from Federal Schedule F or Federal Schedule E line 40.

**Line 10:** Include other miscellaneous income such as babysitting, lawn mowing, and Federal Form 1099-MISC, etc. Please attach a short explanation of the type of income you reported. Do not include government-paid unemployment, interest, dividends, Form 1099-R income, pensions, annuities, Social Security benefits, IRA distributions, or alimony.

**Line 11:** The carry-forward loss is limited to five years. Please attach a carry-forward loss worksheet.

**Line 12:** If you itemized your deductions on your Federal Tax Return, and completed Form 2106, you may reduce your Arlington income by the amount transferred to your Schedule A from Form 2106 (2106-EZ). Some exceptions may apply. If you were not an Arlington resident during the year, adjust this figure to reflect only the expenses you incurred while working in Arlington. You **must** attach your Federal 1040, Schedule A, and Form 2106. The credit allowed for tax paid to other cities and villages must be correspondingly reduced for expenses incurred in other cities or villages. Expenses can be deducted only if they were incurred to produce income that is taxable by Arlington.

**Line 13:** Total lines 6 through 12.

**Line 14:** The tax liability is 1 percent (.01) of the amount on line 13.

**Line 15:** If the return is filed on April 16 or later (without an extension on file), a \$10 late filing penalty will apply. For taxpayers on a fiscal year, the return is late if filed 106 days after the end of the fiscal period or later.

**Line 16:** The late payment penalty is 2.0 percent (.02) of the unpaid tax for each month the payment is late or \$25, whichever is greater.

**Line 17:** Add lines 15 and 16.

**Line 18:** The interest is calculated at 2.0 percent (.02) of the unpaid tax for each month the payment is late.

**Line 19:** Add lines 14, 17, and 18.

**Line 20:** If your total on line 19 is more than you paid (line 5), calculate the difference and enter the result here. This is the amount you owe. If this amount is less than \$2, no payment is needed.

**Line 20a:** Indicate the amount of the payment you have enclosed. Please do not send cash or coins. Make checks payable to: **City of Findlay**. Please do not attach your check to your form.

**Line 21:** If the amount you paid (line 5) is greater than your total on line 19, calculate the difference and enter the result here. This is the amount you overpaid. If this amount is less than \$2, no refund will be issued, nor will a credit be allowed.

### **Estimate Payment Requirements**

The tax is due on the estimate payment due dates as you earn the income throughout the year. You are required to make estimate payments if your 2009 tax due after withholding will be more than \$99. April 15<sup>th</sup> of each year is the due date for filing the return and comparing your annual tax liability with what has already been paid. The estimate payment due dates for individuals are April 15, July 31, and October 31, 2009, and January 31, 2010. The due dates for businesses are April 15, June 15, September 15, and December 15, 2009. Fiscal-year businesses have comparable due dates that relate directly to their fiscal period. Your goal should be to pay 100 percent of your 2008 tax due or 90 percent of your 2009 tax due. If you do not make timely estimate payments, you will be charged interest.

### **Partnerships, S Corporations, Limited Liability Companies, etc. and Their Owners**

If a partnership, limited partnership, S corporation, LLC, or association owns rental properties, conducts business, performs services, solicits sales, operates, or maintains an office in Arlington, the tax is imposed first on the entity based on the income that is apportioned to Arlington. Resident individual general partners and members must then report their untaxed distributive shares. Losses are treated identically. For example, 78 percent of a pass-through entity's \$30,000 loss is apportioned to Arlington. The pass-through entity has five individual owners who share losses equally. The entity is required to file a return and report a loss apportioned to Arlington of \$23,400 ( $\$30,000 \times 78\%$ ). Each resident individual general partner and member is permitted to report a loss of \$1,320 ( $\$30,000 \times 20\% \text{ share} \times 22\%$ ).

An association means a partnership, limited partnership, LLC (recognized or taxed as a partnership by the IRS), LLP, or cooperative; or a form of unincorporated entity owned by two or more persons. Association also means an LLC owned by only one entity that is not an individual. An LLC owned by one individual is a sole proprietorship. A grantor, living, family, revocable, or intervivos trust, for which the IRS does not require a Federal identification number, is not considered a separate entity distinguishable from the individual or the beneficiary.

### **Required Federal Forms**

All Federal forms and schedules that relate to or support the Arlington form must be attached before the filing will be acknowledged.

### **Where to Mail Returns and Payments, How to Get Assistance**

The information contained in these instructions is not intended to discuss all provisions in the Income Tax Ordinance of the Village of Arlington, No. 2000-28, as amended. For assistance, call 419-424-7133 or visit the tax office in room 115 of the Findlay Municipal Building. Office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. Fax: 419-424-7410. Internet: [www.ci.findlay.oh.us](http://www.ci.findlay.oh.us). Mail forms to: Tax Department, P.O. Box 862, Findlay, Ohio 45839-0862. Make checks payable to: City of Findlay.

The Arlington Village Income tax is administered, enforced, and collected by the City of Findlay, Ohio.