CITY OF MARYSVILLE, OHIO
Income Tax Division
209 S. Main St., P.O. Box 385
Marysville, Ohio 43040
Telephone: (937) 645-7350
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CITY OF MARYSVILLE INDIVIDUAL INCOME TAX RETURN INSTRUCTIONS

Additional Forms Available at www.marysvilleohio.org

ONLINE TAX CALCULATION: You can prepare your tax return using our tax calculator on the city website at www.marysvilleohio.org. Go to the Income Tax page (under Departments) and click on the Tax Tool. Activate your account for 2014, enter your account number, last name and email address. You'll be able to create your own username and password. Follow the instructions to have the Tool calculate your return, after which you'll print, sign, and mail your return in with appropriate supporting documents and payment, if applicable, by the due date.

WHO MUST FILE: Filing is mandatory. Therefore, all Marysville residents (including part year residents) eighteen years of age and older must file a City of Marysville Income Tax Return. Non-resident taxpayers (any person or business) having derived income within the City, and for whom the tax is not withheld by their employer, are required to file a city return. If a person is under 18 and employed with Marysville city tax withheld, a refund request form must be filed, with proof of age, and W-2 to receive a refund. Anyone receiving a preprinted form is on active status. Please notify this office in writing with full details if your status has changed and your account should be inactive.

DECLARATION OF EXEMPTION RETURN: To meet mandatory filing requirements, this form must be filed in lieu of the tax return - **ONLY BY THOSE INDIVIDUALS WHO QUALIFY.** (See instructions on declaration of exemption form.)

FILING STATUS: Taxpayers who prepare their federal and state tax returns using the "married filing separate" status to lower their overall tax liability may still file a joint return for the City of Marysville. Filing a joint return will neither increase nor decrease your City of Marysville tax liability.

WHEN AND WHERE TO FILE: This return must be filed on or before April 15th. Make checks or money orders payable to the **City of Marysville and mail to the Income Tax Division, PO Box 385, Marysville, Ohio 43040.**

EXTENSION OF TIME TO FILE: If the deadline cannot be met, a copy of the Federal request (or Confirmation # from telefile), a copy of our extension request form or a letter requesting an extension which includes name, address, social security or federal tax identification number **MUST BE FILED WITH THE INCOME TAX DIVISION BY THE ORIGINAL DUE DATE OF THE RETURN.** An extension request is not an extension of time to pay. Payment of any estimated tax due should accompany the extension request. Penalty and interest charges will apply to underpaid taxes. See estimated taxes. A copy of the extension request should also be attached to the return when it is filed.

TAX CREDIT: Effective 01/01/05, the tax credit was eliminated. Therefore, City of Marysville residents, who work in another municipality, will no longer be allowed a credit for taxes paid to their employment city.

PARTIAL YEAR RESIDENTS: If you only lived in Marysville during part of the taxable year, you must file a tax return covering that time. Report the amount of income you earned while you lived in Marysville. Pay statements with year-to-date figures or a statement from your payroll department must be used if available. When the actual amount you earned while living in Marysville cannot be determined, you may break down your earnings by the number of months employed at the job arriving at a monthly earnings figure. Use the monthly earnings figure multiplied by the number of months of residency to find your taxable amount. If you pro-rate your income, you must also pro-rate your city tax that was withheld on the same income. Attach a worksheet explaining your calculations.

ESTIMATED TAX PAYMENTS: Every person who anticipates any taxable income which is not subject to withholding of income tax or who engages in any business, profession, enterprise or activity subject to Marysville taxation shall file and pay estimated tax, if the amount of tax estimated is $100 or more. Such payments are due on April 15, July 31, October 31, and January 31 of the following year. The first estimated tax form is found at the bottom of the income tax return. Estimated payment vouchers for the 2nd, 3rd and 4th quarters are available at www.marysvilleohio.org. Quarterly reminder notices will be sent. A declaration and payment of estimated tax which is less than ninety percent (90%) of the tax shown on the final return, or less than one hundred percent (100%) of the previous year's tax shall not be considered to be made in good faith and the difference shall be subject to penalties and interest.

SIGNATURE: Do not fail to sign and date your return. A tax return is not legally filed until signed by the taxpayer(s) or a legally authorized agent.

PENALTIES AND INTEREST: Penalty and interest for late payment or underpayment of estimated tax, shall be imposed at the rate of 10% penalty and 24% interest (2% per month or fraction thereof) as provided by ordinance. No penalty for failure to pay estimated tax will apply to an entity (individual, corporate, or association) whose tax for the year, after credit for tax withheld, is less than $100.

PAYMENTS UNDER FIVE DOLLARS: Payments of less than five dollars and one cent ($5.01) of net tax due are not required to be paid, nor will refunds or credits to next year of less than five dollars and one cent ($5.01) be made.

DONATE YOUR OVERPAYMENT/REFUND TO THE CITY: If you wish to make a voluntary donation of any portion or all of your income tax overpayment to the City, you can do so by indicating this on your income tax return. Simply indicate on Line 20, the amount you would like to donate. If you want the payment allocated between Donate, Refund and Credited to Next Year, please indicate the amount of each allocation on the appropriate line. Donation, Refunds or credit carry forward of less than $5.01 cannot be made.

TAXABLE INCOME: Items included in taxable income are listed on the reverse side.

Taxable wages are calculated before **ANY DEDUCTION.** Wages for city tax purposes may differ from the Federal wages reported on your W-2. Use Box 5 (Medicare Wages), from your Form W-2s. If Box 1 or 18 is larger, contact our income tax office. City taxable wages include all wages that may be deferred or excluded from Federal and State wages. Treat disability income as wages unless it is received from Worker's Compensation, Social Security or from insurance paid by you. Passive activity losses are deducted the year incurred: carry forwards are not allowed for city tax purposes. Income from intangibles (interest and dividends you received) are not taxable.

NON-TAXABLE INCOME: Items not included in taxable income are listed on the reverse side.

EMPLOYEE BUSINESS EXPENSES: Employee business expenses, as defined on Federal Form 2106, may be deducted against income subject to city taxation. If income is allocated between cities, 2106 expenses should likewise be allocated. Federal Form 2106 MUST be included with return.

BUSINESS ACTIVITY: The net loss from a business activity may not be used to offset salaries, wages, commissions or other compensation. However, if a taxpayer is engaged in two or more taxable business activities to be included on the same return, the net loss of one business activity, except any portion of a loss separately reportable for municipal tax purposes to another taxing entity, may be used to offset the profits of another for purposes of arriving at overall net profits.

CHANGE IN TAX LIABILITY: An amended tax return is required within three months of the determination of any changed tax liability resulting from a Federal Audit, Judicial Decision or other circumstance.

PROPER ATTACHMENTS: All Income earned must be supported by copies of all applicable Federal Schedules, W-2's, 1099's or other substantiating documents and must be attached to the return when it is filed. Any return received without all of the applicable schedules and attachments will be considered "INCOMPLETE". Completed returns must be received by April 15th (postmarked April 15th) to avoid interest and penalty charges.

Incomplete returns are not considered filed until all missing documents are obtained.

ATTACHMENTS REQUIRED WITH ALL RETURNS: W-2'S, 1099's AND FEDERAL SCHEDULES

Instructions for Preparing City of Marysville Income Tax Return

Line 1.	Enter total amount of wages, salaries and other employee compensation. Complete Worksheet A on back of return. Attach all W-2's and 1099's. In most cases your wage amount will be Box 5 (Medicare Wages) from your Form W-2's. If Box 1 or 18 is larger, contact our income tax office.
Line 2.	Enter 2106 expenses, if applicable. When you reduce income earned in another city by 2106 expenses, you must also reduce the tax withheld by the same percentage. Form 2106 MUST be attached. Enter zero if Federal Form 2106 does not apply.
Line 3.	Subtract Line 2 from Line 1.
Line 4.	Enter the amount of other income from schedule C, E or O from the back of the return, but not less than -0-. Attach appropriate federal schedules, 1099's and documentation. If Line 4 is less than $0.00, it may not be used to reduce Line 3.
Line 5.	Add Lines 3 and 4.
Line 6.	Use this space to enter income exempt from taxation from Schedule X on the back of the return. This would include part-year resident income and any other income included on Line 5 which is not taxable. Please attach appropriate documentation.
Line 7.	Subtract Line 6 from Line 5.
Line 8.	Multiply Line 7 by 1.5% (.015).
Line 9.	Enter tax withheld for Marysville from W-2's - "Locality Name" Box (18) on W-2 will contain the word "Marysville".
Line 10.	Any prior year credits that were carried forward from a previous tax year. (Amounts may have been entered from our records).
Line 11.	Enter any payments that were made as quarterly estimated payments. If amount does not agree with your records, contact our office.
Line 12.	Add Lines 9 through 11.
Line 13.	Subtract Line 12 from Line 8. If Line 12 is less than Line 8, enter balance due. If Line 12 is greater than Line 8, skip Lines 14, 15, and 16 and enter overpayment on Line 17.
Line 14 & 15.	Enter penalty and interest, if applicable. ONLY APPLICABLE IF LINE 13 IS GREATER THAN $100.00.
Line 16.	Add Lines 13, 14 and 15.
Line 17.	If Line 12 is greater than Line 8, enter overpayment. Indicate disposition of overpayment on Lines 18 & 19.
Line 18, 19 & 20	Overpayments may be credited to the next tax year, refunded or donated to the city. The total of Line 18, 19 and 20 must be equal to Line 17.
Note:	If you are fully withheld for the City of Marysville and not required to make estimated payments, STOP HERE, sign and date return and mail in the enclosed envelope.
Line 21-25.	Complete only if you are required to make the estimated payments. Estimated payments are required for those individuals who anticipate any taxable income which is not subject to withholding of Marysville income tax. If Line 21 is less than $100, no estimate payment is required.
Line 26.	Enter amount from Line 16.
Line 27.	**Add Line 25 and Line 26.** Make checks payable to the City of Marysville.

TAXABLE INCOME

- Adoption assistance payments (unless part of a cafeteria plan)
- Bonuses, stipends and tip income
- Commissions, fees and other earned income
- Compensation paid in goods or services or property usage (taxed at fair market value)
- Contributions made by or on behalf of employees to a non-qualified deferred compensation plan.
- Contributions made by or on behalf of employees to a qualified deferral plan (401K, 403b, 457b, etc.) – taxed at the year earned, deferral not permitted. Exception: employer matching contributions offered under a cafeteria plan are not taxable. Deferrals even under a cafeteria plan are always taxable.
- Contributions made by or on behalf of employees to a tax-deferred annuity or stock purchase plan (includes any plan where employee has the option to defer).
- Director fees
- Disability pay if received as a benefit of employment (includes third party plan)
- Employee contributions to cost of fringe benefits
- Employer-paid premiums for group term life insurance over $50,000
- Employer-provided educational assistance. (taxable to the same extent as for federal taxation)
- Employer supplemental unemployment benefits (SUB pay)
- Excess employment discounts
- Executor fees
- Golden parachute payments
- Income from guaranteed annual wage contract
- Income from jury duty
- Income from wage continuation plans (including retirement incentive plans, buyouts, severence pay and short-term disability)
- Income received as a result of a covenant or agreement not to compete
- Interest on below market loans
- Lottery and gambling winnings
- Moving expense reimbursements (follow Federal rules but non-reimbursed expenses are not deductible)
- Net farm income
- Net profits of businesses, professions, sole proprietorship, etc.
- Net rental income
- Ordinary gains on the sale of business property as reported on Federal Form 4797
- Partnerships, estates or trusts
- Prizes and gifts, if connected with employment, to the same extent as taxable for Federal Income Tax purposes
- Profit sharing
- Royalties (unless derived from registered copyrights, patents or trademarks)
- Sick pay (including third party sick pay)
- Stock options (taxed at fair market value when exercised) and stock bonus incentive plans.
- Strike pay
- Taxes paid by employer on employees behalf
- Union steward fees
- Vacation pay
- Wages, salaries and other compensation

NON-TAXABLE INCOME

- Alimony
- Annuity at time of distribution
- Capital gains and losses (from sale of intangible property)
- Compensatory insurance proceeds derived from property damage or personal injury settlements
- Earnings of persons under 18 years of age
- Gross income and receipts of religious, fraternal, charitable, scientific, literary or educational institutions to the extent that such income and receipts are derived from real estate, tangible or intangible property or other activities that are tax-exempt.
- Health and welfare benefits distributed by governmental, charitable, religious or educational organizations
- Housing allowances for clergy to extent that the allowance is used to provide a home.
- Insurance benefits - unless your employer paid the premiums (Pro-rating is allowed if you paid a portion of the premiums)
- Interest or dividend income
- Meals and lodging required on premises
- Military pay including reserve pay
- Patent and copyright income
- Pension Income - includes lump sum distributions
- Proceeds of life insurance
- Reimbursements in excess of deductible expenses
- Royalties derived from intangible property
- Social Security benefits
- State unemployment benefits
- Welfare payments
- Worker's compensation

Above lists are not all-inclusive. For items not listed, contact the Income Tax Division for clarification at (937) 645-7350.