CITY OF MARYSVILLE, OHIO
Income Tax Division
209 S. Main St., P.O. Box 385
Marysville, Ohio 43040
Telephone: (937) 645-7350
Fax: (937) 645-7351

CITY OF MARYSVILLE BUSINESS INCOME TAX RETURN INSTRUCTIONS

Additional Forms Available at www.marysvilleohio.org

This form is to be used by the following business enterprises: **Associations** (including partnerships, joint ventures, etc.) deriving income from work done or services performed or rendered and business conducted in Marysville. Corporations (including S-Corporations) and Fiduciaries (estates and trusts) deriving income or losses from work done or services performed or rendered and business conducted in Marysville. **All taxpayers engaged in business, including S-Corporations and partnerships, must file an annual return even if a loss is claimed on the business.**

When and Where to File Returns: This return must be filed on or before the fifteenth day of the fourth month following the close of the tax year. For calendar year taxpayers, this means the return is due April 15. 2015 Returns are due April 18, 2016 due to Federal Holiday. Any entity anticipating taxable income shall file and pay estimated tax, if the amount of tax estimated is $200.00 or more. Make checks or money orders payable to **CITY OF MARYSVILLE**, and mail to: **Marysville Income Tax Division, PO Box 385, Marysville, Ohio 43040.**

A postcard notification indicates you have an active account and must file this return or provide an explanation as to why a return is not required.

A 180 day extension of time to file will be granted provided an extension request has been filed with the Income Tax Division by the original due date of the return. If payment is due with your extension request, it must accompany the extension request form.

Tax Rate: 1.5%.

Payments and Refunds: If the full amount of the business tax liability is not paid by remittance of the estimated tax for the City of Marysville, any unpaid balance must be paid when filing this return, unless the balance due is less than $5.01. Refunds or carry forward due to an overpayment of estimated tax payments made on your behalf by an association, may be requested, provided any overpayment is $5.01 or more and you have indicated on the return a desire to have a refund.

No refund or carryforward of overpayment to subsequent years shall be allowed unless a written request is presented to the Income Tax Division within three (3) years of the date the taxes were due.

Penalties and Interest: Penalty and interest for underpayment of estimate or late payment shall be imposed at the rate of 10% penalty and 2% interest per month or fraction thereof as provided by ordinance. No penalty for failure to pay estimated tax will apply to an entity whose tax for the year is less than $100.00.

Taxable Income:
RESIDENT and NONRESIDENT ASSOCIATIONS [PARTNERSHIPS, LIMITED PARTNERSHIPS, AND LIMITED LIABILITY CORPORATIONS (LLCs) treated as partnerships for Federal income tax purposes] may pay any tax due and eliminate the filing requirement for each individual partner. If the partnership files an informational return only, the partners will be required to file on their distributive shares.

Corporations [including S-CORPORATIONS and LIMITED LIABILITY CORPORATIONS (LLCs) treated as corporations for Federal income tax purposes] and FIDUCIARIES (ESTATES and TRUSTS) are required to pay all tax due on their taxable income. Sub-Chapter S-Corporations are taxed as regular C-Corporations for city tax purposes, and must adjust their income accordingly.

Income From Associations (Partnerships, Joint Ventures, etc.): If you are a member of and have received income and/or incurred a loss from two (2) or more associations, you may combine the income and losses from those associations to the extent said income or loss is reportable for municipal tax purposes to the City of Marysville.

Combined Returns (Corporations Only): Only affiliated corporations, each of which is subject to filing a return with Marysville may file a combined return. A combined return differs from a consolidated return in that the loss of one (1) affiliate may not be used to offset the gain of another. Thus, each affiliate must submit a separate income statement and Schedule X. Copies of your Federal consolidated schedules or separate pro-forma Federal returns may be substituted for separate income statements. Also, if allocating income using Schedule Y, each affiliate must complete a separate Schedule Y based solely on their own operations.

Operating Losses: Although Federal law permits the taxpayer to carry forward and back certain operating losses, such losses may not be carried forward or backward under the provisions of the Marysville income tax ordinance.

Estimated Tax Payments: Any entity anticipating taxable income shall file and pay estimated tax, if the amount of tax estimated is $200.00 or more. Payments are due on April 15th, June 15th, September 15th and December 15th for calendar year taxpayers. For fiscal year taxpayers, the first payment is due the 15th day of the fourth month after the beginning of each fiscal year period. The remaining due dates are the 15th day of the 6th month of the taxpayer's taxable year, the 15th day of the 9th month of the taxpayer's taxable year, and the 15th day of the 12th month of the taxpayer's taxable year provided; however, that in case an amended declaration has been filed, the unpaid balance shown due thereon shall be paid in equal installments on or before the remaining payment dates. The first estimated tax form is located at the bottom of the income tax return. Estimated tax payment vouchers for the 2nd, 3rd, and 4th quarters have been provided. A declaration and payment 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 in good faith and the difference shall be subject to penalty and interest charges.

Attachments to be included with your return:
Partnerships/Associations should attach Pages 1 through 4 of their Federal Form 1065 and copies of all K-1s. Note: Preparers should note each partner's share of city income and city tax paid on each partner's behalf on their respective K-1s.

Corporations should attach copies of Pages 1 through 4 of their Federal Form 1120 or 1120S (whichever is applicable). Corporations who file their Federal return using Form 1120A should attach copies of Pages 1 and 2 of their 1120A.

Fiduciaries/Trusts/Estates should attach a copy of Page 1 of their Federal Form 1041.

All Taxpayers should attach copies of all 1099-MISC forms issued to central Ohio residents and copies of the following if they are attached to their Federal returns: 1) a Schedule of Other Income; 2) a Schedule of Other Deductions; 3) a Schedule of Schedule A Other Costs; 4) Form 8825; 5) Form 4797; and 6) Federal Schedule E.

Disclaimer: Definitions and instructions are illustrative only. The tax ordinance supercedes any interpretation presented.

Instructions for Completion of the Tax Return

Heading:	If this return is made for a period other than the calendar year, insert the beginning and ending date of the period. Enter your name and account number if you do not have a pre-printed form. Your account number is the same as your federal identification number.
Line 1.	Enter amount of taxable income from your federal form. In the case of a taxpayer that is not a C corporation, Adjusted Federal Taxable Income should be computed using the Adjusted Federal Taxable Income Worksheet located on the back of the return or on our website. ATTACH COPIES OF ALL APPLICABLE FEDERAL FORMS.
Line 2.	Adjustments: Combine the items "not deductible" and the items "not taxable" from Schedule X on the back of the return. Items not taxable must be included in income to be deductible.
Line 3.	Taxable income to Marysville before allocation. Subtract or add Line 2, as applicable from Line 1 to determine taxable income.
Line 4.	Allocation Percentage: From Schedule Y. Used to determine the percentage of income generated within and/or outside of the City of Marysville.
Line 5.	Marysville Taxable Income: Line 3 multiplied by Line 4.
Line 6.	Marysville Income Tax: Multiply Line 5 by 1.5%.
Line 7.	Enter amount of previous year's credits carried forward, if any.
Line 8.	Total estimated payments made for current year. Note: Include only amounts actually paid. Overpayments from the previous year are shown on Line 7.
Line 9.	Other credits, if any. (Explain)
Line 10.	Total of Line 7, 8, and 9.
Line 11.	Total tax due after credits. Subtract Line 10 from Line 6.
Line 12a.	Add 10% penalty, if applicable. See Instructions.
Line 12b.	Add 2% interest per month, if applicable. See Instructions.
Line 13.	Total due. Pay this amount and any estimated tax amount on Line 21 below, if applicable.
Line 14.	Indicate amount of overpayment if Line 10 is greater than Line 6.
Line 15, 16.	Indicate choice of disposition of overpayment. Enter on Line 15 the amount to refund. Enter on Line 16 the amount to carry forward to next year. The total of Line 15 and 16 should equal Line 14.

Instructions for Declaration of Estimated Tax

Line 17.	Enter estimated amount of income subject to tax.
Line 18.	Multiply Line 17 by 1.5% (.015). If less than $200.00, no estimated payment is required.
Line 19.	Enter at least 22.5% of Line 18.
Line 20.	Enter amount of overpayment from Line 16 above or amounts previously paid.
Line 21.	Subtract Line 20 from Line 19.
Line 22.	Add amounts on Line 13 and Line 21. Make check or money order payable to the City of Marysville and mail to 209 S. Main St., P.O. Box 385, Marysville, Ohio 43040.

Instructions for Schedule X

This schedule is used to adjust your federal net income to your Marysville taxable income. The left hand column is for items deductible on the federal return, but not deductible under the Marysville ordinance. The right hand column is for items taxable on the federal return, but not taxable by Marysville.

Instructions for Schedule Y

This form is used to determine the amount of income subject to Marysville income tax. See Line 4.

Instructions for Schedule Y-1

Use this schedule to reconcile salaries, wages, etc., allocated to Marysville with total salaries, wages, etc., shown on Form W-3, Withholding Reconciliation.

Instructions for Schedule Z

Partners' distributive share of net income. Attach copy(s) of applicable federal forms. List the information indicated and carry forward to Line 1.