

IMPORTANT NOTICE

A RETURN MUST BE FILED FOR THE YEAR EVEN IF YOU OWE NO TAX. A FINE UNDER (ORDINANCE NO. 90-785, SECTION 8, VIOLATIONS-PENALTIES). ANY PERSON WHO VIOLATES ANY OF THE PROVISIONS OF SECTION 8, SHALL BE GUILTY OF A MISDEMEANOR AND SHALL BE FINED NOT MORE THAN FIVE HUNDRED DOLLARS (\$500.00), FOR EACH OFFENSE.

Penalties and interest accrue on any unpaid balances in accordance with The Village of Scio Income Tax Ordinance (90-785) and Resolution No. (90-786).

LINE – BY – LINE INSTRUCTIONS VILLAGE OF SCIO INCOME TAX RETURN

WHEN AND WHERE TO FILE A TAX RETURN: File on or before April 30 of the next calendar year following the end of a tax year, with the Income Tax Department; P O Box 308, Scio, Ohio 43988 or in the Income Tax Office at 306 E. Main St. Scio, Ohio. All wage earners must file on a calendar year basis. Fiscal year taxpayers shall file on or before the last day of the fourth month following the of their fiscal year.

LINE 1: W2 wages, salaries, tips, employee paid benefits, (such as a cafeteria plan), etc. Filers with no taxable income other than gross wages; salaries, tips and other compensations, included in line 1 are required only to complete the appropriate information. **Use the highest wage amount from form W-2 (usually Medicare Wage in Box 5).**

LINE 2: A & B Enter the total income from page 2 and attach federal schedules.

LINE 3: Employees who are entitled to deduct expenses on Federal Form 2106 may use those expenses when computing Scio Tax.

LINE 4: Enter amount subject to Scio Income Tax.

LINE 5: Enter the tax computed at 1.00% of taxable income shown on line 4. Multiply taxable income by 0.0100.

LINE 6: A. Enter the total Scio Tax withheld (Box 19 from W-2).
B. Enter the earned income taxes paid to another cities (not to exceed 1% of each W-2).
C. Amount of estimated payments
D. Amount brought forward from a previous return.
E. Total Credits

LINE 7: If line 5 is greater than line 6E, the difference should be entered on Line 7.

LINE 8: If line 6E is greater than line 5, enter difference here which indicates an overpayment. Show whether you want The overpayment credited to your next year's declaration or refunded.

USE LINES 9 AND 10 ONLY IF PAYING ESTIMATED TAXES FOR THE NEXT TAX YEAR.

LINE 9: Enter estimated taxable income.

LINE 10: Enter 1% of line 9 or use worksheet below.

LINE 11: Enter total amount enclosed with this return.

DECLARATION OF ESTIMATED TAX

A declaration of estimated tax must be filed if your employer does not withhold a local tax of at least 1.00%.

WORKSHEET:

1. Estimated taxable income expected \$ _____
2. Municipal income tax (1% of line 1) \$ _____
3. Credits \$ _____
4. Estimated tax (_____
5. **INSTALLMENTS:** \$ _____

Total est. tax due (line 4) X 90%. Divide this total by 4. This is your quarterly declaration amount.
 $\frac{\text{Total est. tax due (line 4) X 90\%}}{4} = \text{quarterly declaration amount}$
*Enter this amount on line 10 of the tax return.

GENERAL INSTRUCTION DECLARATION OF ESTIMATED INCOME

1. **PURPOSE OF DECLARATION:** The purpose of the Declaration is to enable certain taxpayers as specified in Item 2 below, to estimate their taxable income and to provide of tax due. The rate of Scio Income tax is 1.00% of all taxable income.
2. **WHO MUST FILE DECLARATION:**
 - A. Every resident of the Village of Scio who expects to receive taxable income, wherever earned, from which the Village of Scio Income Tax will not be withheld.
 - B. Every non-resident who expects to receive taxable income earned or derived from within the Village, from which the Village of Scio Income Tax will not be withheld.
 - C. Every business entities, such as corporations, partnerships, Fiduciary of active trusts, unincorporated businesses or Professional entities conducting activities or producing income from within the Village of Scio.
3. **PAYMENT OF ESTIMATED TAX:** The estimated tax may be paid in full with the declaration or in equal quarterly payments on or before April 30, July 31, October 31, and January 31, of the following year. The estimate may be amended at the time of making any quarterly payments. Fiscal year shall substitute the months, which correspond to the months shown above. Checks or Money Orders should be made payable to the Village of Scio.
4. **VIOLATIONS:** Failure of taxpayers to file an estimate may cause the imposition of additional penalties.
5. **AMENDMENTS TO DECLARATION:** May be made by calling or writing the Village of Scio, Income Tax Office.

INSTRUCTIONS FOR PAGE 2 OF INCOME TAX RETURN USE PAGE 2 FOR BUSINESS INCOME ONLY

LINE 1: Business Income. This section reflects the use of Schedule X and Y.

SCHEDULE X – RECONCILIATION WITH FEDERAL INCOME. TAX RETURN.

Reconciling the Federal Income Tax to the Scio Income Tax is optional. Should you choose to reconcile the Federal and City return, the Schedule X is provided. The total of items listed in the left hand column are to be added to the Federal net income. The total of items listed in the right hand column are to be deducted from Federal net income. Federal forms that may be reconciled through Schedule X are: 1120, 1120A, 1120S, 1041, Schedule K-1, 1040Z, 1040, 1040A, Schedule C, and Form 1065. Schedule X can be used only when Federal Adjusted Gross Income is used on Line 4 of the Scio Tax Return. Adjusting the Scio Return to the Federal Return is optional.

SCHEDULE Y – BUSINESS APPORTIONMENT METHOED

This is the preferred method of reporting business income, however, actual records may be used.

GENERAL INSTRUCTIONS

WHO MUST FILE A TAX RETURN

- (1) Residents of the Village of Scio who have not filed an exemption certificate with the income tax Office receive salaries, wages, commissions, and other earned income for work done or services performed or rendered from all sources of income.
- (3) Resident S corporations, corporations, partnerships and unincorporated businesses.
- (4) A credit is allowed to Scio residents for the income Paid to another municipality limited to the amount of tax (1%) that would have been paid to the Village of Scio.

NON-RESIDENTS of the Village of Scio, who receive Salaries, wages, commissions, and other earned income for Work done or services performed or rendered within the Village of Scio.

- (5) **EMPLOYERS** – On the portion attributable to the Village of Scio of the net profits earned during the effective period of this ordinance, of all resident corporations, unincorporated businesses, professions or other entities, derived from sales made, work done, services performed or rendered and business or other activities conducted in the Village of Scio.

- (6) **NON-RESIDENT EMPLOYERS** – On the portion attributable to the Village of Scio of the federal adjusted taxable income earned during the effective of this ordinance of all non-resident corporations, unincorporated businesses, professions or other entities, derived from sales made, work done or services performed or rendered and business or other activities conducted in the Village of Scio whether or not such corporations or unincorporated business entities have an office of place of business in the Village of Scio.

All taxpayers subject to the Scio Income Tax shall keep and maintain an accurate record of all information pertinent to their village tax liability. This information shall be kept for five (5) years from the date this return is filed or the withholding taxes are paid.

RENTAL INCOME

- (1) Residents having Rental Property located in or outside The Village of Scio must file a tax return. However, the tax is computed on the net income only, after allowance for depreciation, real estate taxes, repairs, insurance and other expenses.
- (2) Non-Residents having rental Property situated within The Village of Scio must file a tax return. However, The tax is computed on the net income only after allowance for depreciation, real estate taxes, repairs, insurance and other expenses.

EXEMPT INCOME

Pensions, Social Security, Unemployment, Interest, Dividends, Capital Gains, Military Pay, Welfare, Insurance benefits, Alimony, Child Support, earnings to those under 18 are not subject to the tax

ADJUSTMENTS TO INCOME;

ALLOWABLE DEDUCTIONS:

- (A) Unreimbursed Employee Business Expenses (Federal Schedule 2106). When used in actual Traveling Salesman). Federal Schedule A, must be attached for verification. See line-by-line instructions

NOT ALLOWABLE DEDUCTIONS:

- (A) Deferred compensation such as 401K, IRA Keogh and pension plans and cafeteria plans.

ATTACHMENTS ARE REQUIRED TO ALL RETURNS W-S's – NO EXCEPTIONS

Federal Schedules or 1099 's of income included with return.

The return is not complete and cannot be filed unless this source data is provided.

TIME AND PLACE FOR FILING

- (A) Calendar year taxpayer – file between January 1 and April 30 of this year (subject to Federal filing guidelines)
- (B) Fiscal year taxpayer – file on or before 4 months after the fiscal year end.
- (C) Where to file:

Physical Address: VILLAGE OF SCIO
INCOME TAX DEPT
306 E. MAIN ST
SCIO, OHIO 43988

Mailing Address: VILLAGE OF SCIO
INCOME TAX DEPT.
P O BOX 308
SCIO, OHIO 43988

EXTENSION OF TIME TO FILE

If you wish to have an extension of time to file, you must do either of the following by April 15:

- (A) Send in a copy of the extension request that was filed with the Internal Revenue Service.
- (B) Send in a written request to this office. If you wish confirmation, enclose a self-addressed stamped envelope with the request.

NOTE: An extension grants additional time to file a tax return; it does not extend the time to pay any tax that is due. Payment of such tax should be included with the extension request to ensure approval of such request.

DECLARATION OF ESTIMATED TAX

A declaration of estimated tax must be filed if your employer does not withhold a local tax of at least 1.00%.

ATTACH ALL W-2's, 1099's OR FEDERAL SCHEDULES USED IN PREPARING THIS RETURN

YOU MUST SIGN AND DATE THE RETURN