

Village of Richfield, Ohio—General Instructions for Individual Income Tax Returns

GENERAL INSTRUCTIONS

WHO MUST FILE

Every individual, 18 years or older, who is a resident (temporary or permanent) of the Village of Richfield MUST file a tax return whether he or she has taxable income or not and whether the tax is withheld or not. (Exception: Taxpayer who has already established non-filing status with the Village of Richfield Tax Department, i.e. retiree with pension and/or investment income only). All earnings wherever earned are considered taxable. The location of the places from which payment is made or where payment is received is immaterial.

All part-year residents who lived in the Village of Richfield only a portion of the tax year must file a return. Income, deductions and credits can be allocated on a pro rata basis.

TAXABLE INCOME (NON-INCLUSIVE)

- Gross Salaries and wages
- 1099 Earnings
- Tips
- Commissions and fees
- Bonuses
- Incentive Payments
- Director's fees
- Property in lieu of cash tips
- Dismissal or Severance pay received or accrued
- Contest prizes and awards
- Tax shelter plans
- Vacation and sick pay
- Wage Continuation plans
- Supplemental Unemployment benefits
- Depreciation recapture
- Other compensation earned
- Lease rent -Gas wells
- Lottery

NON-TAXABLE INCOME (NON-INCLUSIVE)

- Dividends
- Capital Gains
- Interest
- Military pay and allowances
- Insurance proceeds
- Disability Benefits
- Pension (Payments received)
- Annuities
- Alimony
- Child support
- Social Security
- Medicare
- Welfare Payments/Poor relief
- Unemployment insurance benefits
- Inheritances
- Scholarships
- Involuntary conversions
- Royalties
- Intangible income
- The income of religious, fraternal, charitable or other non-profit associations are exempt from real estate tax or exempt by enumeration in section 718.01 of the Ohio Revised Code or section 501(a) of the Internal Revenue Code.
- Wages Earned Under Age 18

FILING DATES

On or before April 15th or the IRS Due Date following the close of the calendar year. If the return is made for a fiscal year or any period less than a year, file within 105 days from the end of the fiscal year or other period.

EXTENSION TO FILE:

An extension with the Village of Richfield is conditionally approved by the Administrator. Request an extension by submitting a copy of the Federal Extension request on or before the original due date. The extended due date is the last day of the month following the extension month approved by the IRS. AN EXTENSION TO FILE IS NOT AN EXTENSION OF TIME FOR PAYMENT OF THE TOTAL TAX LIABILITY. If your tax liability is \$200.00 or more, you should have paid estimated tax. Extensions are not granted for filing the Declaration of estimated tax even though extensions may be granted for filing of the tax return.

PENALTY AND INTEREST

Returns filed after the due date will be charged the following: LATE FILE PENALTY of \$25 per month (maximum \$150). LATE PAY PENALTY of 15% of the unpaid tax balance. INTEREST (see Village website for rates).

EXEMPTIONS AND ITEMIZED DEDUCTIONS

Exemptions and itemized deductions as available on individual federal income tax returns are not allowed. The municipal income tax is based on gross earnings.

FULL CREDIT FOR MUNICIPAL TAX

Credit for municipal tax withheld or paid to other communities is allowed. Credit cannot exceed the current rate of the Village of Richfield.

SPECIFIC INSTRUCTIONS

HEADING—Print your name, address, social security or federal identification number plainly, or make needed corrections if already imprinted. If you have moved in or out of Richfield during the year, please give date of move.

EARNINGS

Enter employers name, city employed in, city tax withheld as shown on the W-2, credit for city tax withheld (Same as previous column but not to exceed 2%) and total wages. **Use the highest dollar amount of gross wages on each W-2.**

Line 1—Municipal Income Tax—Total Gross Wages Line 1A X 2%.

Line 2—Credits (a) Amount from Line 1B.
(b) Non-Withheld income tax payments made to another municipality (Need Documentation)
(c) Estimated payment made to the Village of Richfield
(d) Amount of prior year credits

Line 2(e)—Total of Lines 2(a) through 2(d).

Line 3—If your return was post marked after April 15th or the IRS Due Date you will be charged penalty and interest. SEE PENALTY AND INTEREST above for rates.

Line 4—Net Credits (Line 2(e) Minus Line 3).

Line 5—Balance due for current tax year—If Line 1 is greater than Line 4 this amount is due the Village of Richfield. Enter the amount in the Total Amount Due line. **Make your check payable to the Village of Richfield.**

Line 6—Overpayment credited—Amount you want credited to next year's annual return (Line 6(a)). Enter an amount equal to or less than your entitled refund (Line 6(b)). If amount credited is less than overpayment, balance will be refunded.

Line 7(a)—Quarterly Estimated Tax Payments must be made if the amount of tax you will owe for the year is \$200.00 or more.

Line 7(b)—Quarterly Estimated Tax Due. One-fourth of the amount entered on Line 7(a) must be remitted with this return.

Line 8—Total Due Village of Richfield. Add Lines 5 and 7(b). **Make your check payable to the Village of Richfield.**

Tax Return Check List

1. Did you sign your tax return?
2. Did you use the highest amount of gross wages on W-2's?
3. Did you enclose all supporting documents? (W-2's, 1099's)
4. If you moved during the year, did you indicate your new address?
5. IF LINE 5 IS GREATER THAN \$200.00 YOU MUST ESTIMATE YOUR NEXT YEAR'S TAX AND MAKE QUARTERLY PAYMENTS.
6. Did you sign and enclose your check or money order if an amount is due? **Do not send cash or coins.**
7. MAIL RETURNS TO: DIVISION OF TAXATION
PO BOX 100
RICHFIELD OH 44286-0100