

TAX FORM INSTRUCTIONS

The following lines are applicable to individuals and do not apply to Corporations, Estates, Trusts, or Partnerships: 1, 2, 7A, B, C, and D.

Please note: Generally, the back of the tax form is used only by Businesses allocating income.

Line 1 Qualifying Wages

- (A) List employer's name(s).
- (B) List the actual work location city or township where employed as shown in W-2 Box 20 for each employer. If wages were earned in more than one work location for an employer, list each location separately.
- (C) Enter Qualifying Wages. This **includes** both qualified and non-qualified deferred compensation. This is the amount shown in the Box 5 or Box 18 of the W-2. Generally, the correct amount to report is in Box 5. See ORC 718.01.
- (D) Enter City of Geneva tax withheld from Box 19.
- (E) Enter other city tax or Joint Economic Development District (JEDD) tax withheld or paid from Box 19.
- (F) Each line of Column F must be calculated individually to determine the "Credit Limit for taxes paid to another City/Jedd". For each line of Column F, enter the lower of Column E or 1% of Column C. No credit is allowed on income not taxed in a work location (i.e. a township).

LINE 1 EXAMPLE

If additional lines are needed, attach worksheet.

1. If Your Only Source of Income is From Wages - Complete Only Page 1 and Attach City Copy of W-2's. (Use largest wage figure)

A. Employer's Name	B. City/Township	C. (See Instructions)	D. Withheld	E. Withheld	F. See Instructions
ABC Co.	Madison Village	1000.00		10.00	10.00
DEF Co.	Geneva	20000.00	300.00		-0-
GHI Co.	Geneva JEDD	1000.00		15.00	10.00
JKL Co.	Mentor	10000.00		200.00	100.00
TOTALS:		1C. \$32000.00	1D. \$ 300.00		1F. \$ 120.00

Line 2 Other Taxable Income

List all other taxable income not reported elsewhere on this return. Types of income to be reported include fees, but are not limited to: Lottery winnings, fees, prizes, awards, gas and oil royalties, supplemental unemployment benefits, and ordinary gain/loss as shown on Federal Form 4797. Also, include income reported to you on Form 1099 not reported elsewhere on the return except interest, dividend, pension, social security income. See ORC 718.01.

Line 3 Total Income

Add line 1 C and line 2.

Line 4A Net Profit from Business or Profession

Applies to non-individual entities located or doing business in Geneva. Enter Net Profit/Loss apportioned to Geneva as calculated on Geneva return Page 2 Schedule C Line 4 or 6.

Also applies to non-resident individuals with schedule C, E, and/or F income sourced to Geneva.

Attach Federal Return and applicable Federal schedules to document profit/loss.

Line 4B Geneva Resident Individual Business Income

Geneva resident individuals with Schedule C, E, and F regardless of situs of income may offset current year profit and loss amounts. Use worksheet on Forms page of our website. See ORC 718.01.

Line 5 Municipal Taxable Income

Add lines 3, 4A, and 4B. If business shows a loss on line 4A or 4B, do not deduct from salaries and wage income. Business losses may be carried forward for up to five years, but **cannot be used to offset income from salaries and wages**. NOL carryover from a prior year should be listed on either Geneva return line 2 (for nonresident individual). Resident Individual Net Profit/Loss worksheet (for resident individuals), or Geneva return page 2 Schedule C, Line 6 (for non-individual entities).

Line 6 Tax Due

Multiply amount shown on line 5 by 1.5% and enter the amount on line 6.

Line 7 Credits

- (A) Enter Line 1D Total.
- (B) Enter amount paid on Geneva Income Tax Estimates for this tax year.
- (C) Enter Line 1F Total. If tax is paid directly to another city (not withheld), include the allowable credit and attach a copy of the Other city return.
- (D) Add the credit carried over from the prior year.
- (E) Add tax credits shown on Lines 7 A, B, C, and D.

Line 8 Balance of Tax Due

Subtract line 7E from line 6. If the tax has been overpaid, enter the overpayment on line 11 and check the refund and/or credit choices. Refunds of \$10.00 or less will not be issued, but this overpayment may be credited to the following year.

Line 9 Penalty and Interest

For failure to file an annual return by the due date, a penalty of \$25.00 Per Month (maximum \$150.00) is imposed even if no tax is due. Taxes paid after the due date are subject to a 15% one-time late payment and 5% per annum interest (0.42% per month).

Line 10 Balance Due

Add Lines 8 and 9 and pay in full by due date.

REQUIRED DECLARATION OF ESTIMATED TAX must be completed.

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