

NAME OF MUNICIPALITY _____

We, the taxpayer, elect to authorize a return preparer to communicate with the tax administrator about matters pertaining to this return. By making this election, we, the taxpayer, authorizes the tax administrator to contact the return preparer concerning questions that arise during the processing of the return and authorizes the return preparer only to provide the administrator with information that is missing from the return, to contact the administrator for information about the processing of the return or the status of the taxpayer's refund or payments, and to respond to notices about mathematical errors, offsets, or return preparation that the taxpayer has received from the administrator and has shown to the return preparer.

SOCIAL SECURITY NO. _____ SOCIAL SECURITY NO. _____

IF YOU MOVED DURING THE YEAR YOU MUST COMPLETE THE FOLLOWING: DATE OF MOVE: _____

PRESENT ADDRESS: _____

OLD ADDRESS: _____

NAME AND ADDRESS [] MAILING LABEL - PEEL OFF AND AFFIX TO YOUR ENVELOPE

A I AM NOT REQUIRED TO COMPLETE SECTION B OF THIS TAX RETURN BECAUSE:
____ RETIREMENT INCOME ONLY _____ TOTAL/PERMANENT DISABILITY
____ ONLY INCOME IS FROM NON-TAXABLE SOURCE, LIST SOURCE _____

Table with 5 columns: EMPLOYER'S NAME - B-1, CITY - B-2, RESIDENT TAX WITHHELD - B-3, CREDIT FOR OTHER CITY TAX - B-4, W-2 WAGES - B-5

1. TOTAL (ATTACH ALL W-2's) If your only source of income is from wages proceed to line 3. 1.
2. Income other than Wages from Worksheet 1.
3. Net amount subject to Income Tax total of Lines 1, 2
4. Municipal Tax Due: Anna - 1.75% • Botkins, Ft. Loramie, Minster, New Bremen, New Knoxville, Russia, St. Marys - 1.5%
5. Credits (A) Amount withheld for city of residence
(B) Credit for tax paid to other cities.
(C) Payments on Current Declaration
(D) Total Credits Allowed
6. Balance of Tax Due (Line 4 minus Line 5D)
7. a. Penalty _____ b. Interest _____
8. Amount payable with this return PAY THIS AMOUNT
9. Overpayment [] refund [] credit to next year Declaration []

ESTIMATES
The Declaration of Estimated Tax is to be used by those individuals that have no tax withheld or not enough tax withheld during the year and wish to pay through the year prior to the April 15 filing deadline and to use these payments as credit on the 2009 tax return. This is not a payment plan for your tax shown to be due on your 2008 tax return.
The estimate can be filed with your 2008 return or mailed in at a later date. Please enter your social security number(s), name(s), address, and the name of the municipality for which you are filing and make your check payable to the city or village for which you are filing.

DECLARATION OF ESTIMATED TAX FOR CALENDAR YEAR 2009
Computations of Estimated Tax
Estimated Taxable Income for Year \$ _____ Credits: A. Over payments claimed on previous year's return (_____)
Estimated Tax Due: \$ _____ B. Total Credits. \$ _____
Less: Tax to be withheld and/or paid to another city... \$ _____ Net Tax Due \$ _____
Balance of Estimated City Income Tax Due \$ _____ Amount of tax payment enclosed with this return (Attach check for at least 22.5 percent). \$ _____

The undersigned declares that this return (and accompanying schedules) is a true, correct and complete return for the taxable period stated.
Signature of Taxpayer or Agent _____ Date _____ Telephone _____
Signature of Spouse _____ Date _____ Telephone _____
Signature of Paid Preparer _____ Date _____ Telephone _____
(TAX OFFICE USE ONLY)
Paid _____
Balance Due _____

REFUNDS:
Refunds are not processed as fast as the state and federal refunds. You can expect to wait for six weeks. We advise you not to plan to meet a deadline with your city refund. Refunds are processed one time during a thirty day period. If there is missing documentation, an error, or any other number of unforeseen set of circumstances, your refund could be held up. We do not process a refund until all information is complete. By law, we have three months to issue a check after we have a complete return. We do intend to process your refund before this time, but it will be longer than 10 days. If there is a problem with your refund, we will write to you within six weeks. If you have not received a letter from us within 60 days, feel free to call our office to inquire.

WORKSHEET 1 - Income Other than Wages and Allowable Employee Business Expense

Use this worksheet ONLY to report any income that is not reported on a W2. If you do not see your income listed here use the "misc" entry. If you are unsure if the income is taxable, call the tax department for clarification.

Schedule C line 31 or allocation from Worksheet 4..... \$ _____	Form 1099 M \$ _____
Schedule E line 22..... _____	Misc. _____
Schedule F line 36..... _____	Form 2106 from Worksheet 3..... (_____)
Schedule K1 lines 1,2,3,5, and 7..... _____	TOTAL Carry to line 2, page 1..... \$ _____
Form 4835 line 32..... _____	

WORKSHEET 2 - Part Year Residents

If you moved during 2008, you need to complete Worksheet 2 and attach it to your tax return when you file your return. This information will assist in accurately filing your tax return. You are taxable only on that income that you earned while you resided in the city for which you are filing.

List of all of your street addresses during 2008:

<u>Address</u>	<u>City</u>	<u>State</u>	<u>Beginning Date</u>	<u>Ending Date</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

List all of your employers during 2008:

<u>Name of Employer</u>	<u>Beginning Date</u>	<u>Ending Date</u>	<u>Name of Employer</u>	<u>Beginning Date</u>	<u>Ending Date</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

<u>Employer</u>	<u>Total box 5 wages</u>	<u>Total months you worked for this employer during 2008</u>	<u>Total months lived here while working for this employer during 2008</u>
_____	_____	÷ _____ = _____	X _____ = _____
_____	_____	÷ _____ = _____	X _____ = _____
_____	_____	÷ _____ = _____	X _____ = _____
			Total taxable wage _____

See Section B-4 instructions

CREDIT

<u>Employer</u>	<u>Total City Withholding</u>	<u>Number of months worked for employer as indicated above</u>	<u>Number indicated above</u>
_____	_____	÷ _____ = _____	X _____ = _____
_____	_____	÷ _____ = _____	X _____ = _____
_____	_____	÷ _____ = _____	X _____ = _____
			Total credit allowed _____

Write your totals on line 1, boxes B-4 and B-5. _____

WORKSHEET 3 - 2106 Employee Business Expense

You must have filed the 2106 with the IRS. You will be allowed the same reduction as you were allowed by the IRS. The expense must be against income taxable to your city of residence. If the income is taxable to your city of employment, you must file the 2106 with your city of employment in order to receive a refund of tax paid. You must attach a copy of the 2106, 1040, and Schedule A with your city return.

Form 2106 line 10 _____ ÷ Schedule A line 24 _____ = _____ x Schedule A line 27 _____ = _____

Carry to worksheet 1

NAME OF EMPLOYER(S) FOR WHICH YOU INCURRED BUSINESS EXPENSES: _____ JOB TITLE: _____

WORKSHEET 4 - Schedule C

Small business ventures reported on Schedule C to the IRS are taxable to the city. This worksheet will assist in making the determination of where your small business is taxable. This worksheet can be used if you did not claim business use of your home and if you do not have any other property expenses such as rent and utilities. If you do have property related expenses or if you have employees, go to our website and download Schedule Y.

Product or service provided _____ Date began _____

Is all of your work performed at your home site? _____ If yes, record your net income or loss on Worksheet 1 and proceed on. If your answer is no, continue with this worksheet.

Work must be performed inside the city limits of a city before you are taxable to that city. Organize your work and determine how much you were paid for jobs inside different cities and list them here.

<u>CITY</u>	<u>Amount received before expenses</u>	<u>Total gross receipts from Schedule C</u>	<u>%</u>	<u>Net Profit or Loss from Schedule C</u>	<u>TAXABLE</u>
_____	_____	÷ _____ = _____	X _____ = _____	_____	_____
_____	_____	÷ _____ = _____	X _____ = _____	_____	_____
_____	_____	÷ _____ = _____	X _____ = _____	_____	_____

RESIDENTS: Record 100% of line 31 of Schedule C on Worksheet 1. Attach Worksheet 1, Schedule C, and copies of the other city returns for tax credit. List this tax credit on line 1, box 4.

NONRESIDENTS: Use the amount shown to be taxable to the city for which you are filing and list on Worksheet 1. Do not take credit for taxes paid to other cities.