

YOU MUST MAIL THIS RETURN OR BRING IT TO OUR OFFICE. YOUR CITY TAX RETURN CANNOT BE FILED OVER THE INTERNET.

IF YOUR RETURN IS COMPLETED BY AN ACCOUNTANT, YOU MUST STILL MAIL THE TAX RETURN.

WE WILL BE HAPPY TO ASSIST YOU IN THE FILING OF YOUR CITY TAX RETURN. IN ORDER TO AVOID A LONG WAIT, WE SUGGEST THAT YOU BRING YOUR INFORMATION TO OUR OFFICE BEFORE APRIL 1.

BEFORE MAILING YOUR TAX RETURN, PLEASE CHECK FOR THE FOLLOWING:

- ARE COPIES OF W2'S FROM EACH EMPLOYER ATTACHED? THE W2'S MUST SHOW THE CITY TAX WITHHELD AND THE BOX 5 MEDICARE TAXABLE WAGES.
- DID YOU ENCLOSE COPIES OF YOUR FEDERAL SCHEDULES REPORTING INCOME FROM RENTS, SMALL BUSINESS, EMPLOYEE BUSINESS EXPENSES, ETC.?
- WE COLLECT FOR 8 CITIES, IF YOU DO NOT USE THE LABEL SUPPLIED, WRITE THE NAME OF THE CITY FOR WHICH YOU ARE FILING ON THE OUTSIDE OF YOUR ENVELOPE.
- DID YOU ENCLOSE YOUR PAYMENT?

- FILING INSTRUCTIONS -

- WHO MUST FILE -

All Residents Working Outside The City Limits, Residents Not Fully Withheld Upon and all businesses having tax liabilities under terms and conditions of the local ordinances. All Osgood residents must file every year.

* Filing Date:

Your Return Must Be Filed By April 15, or a Copy of the Federal Extension in Lieu of Return.

* Remittance:

Make Your Remittance Payable to the municipality for which you are filing. (No Payment is Due if Less Than \$1.00.)

* Extensions must be filed with this office prior to April 15. Extensions received after April 15 will NOT BE APPROVED. 90% of the estimated tax liability, based on the previous year, must be paid by April 15, 2010.

* Assistance:

For questions not answered in Filing Information, please Call 419-394-3303 ext. 1-3198.

Fax 419-394-3304

Web site: www.cityofstmarys.net

IF YOU MOVED DURING THE YEAR: Please provide your current address, your previous address, and the date that you moved, including the month and year. See worksheet 2 for part year residents.

DUE DATE: April 15, 2010

NAME AND ADDRESS: Please make any changes necessary to correct our records. If your return is not preprinted, provide your name and current address.

MUNICIPALITY: The name of the city or village for which you are filing. If you are required to file in more than one city or village, you must complete one tax return for each municipality that you are filing for. We cannot accept a return that does not specify a municipality at the top of the form and we will not decide which municipality that you are filing for. If you are unsure, call our office before mailing this return.

"Municipality" means either city or village. We use the word municipality here because we collect for villages and a city.

YEAR: The tax year is the same year that appears on your W2 forms.

SOCIAL SECURITY NUMBERS: These numbers can be found on your W2's or your Social Security card. Our records are strictly confidential and no one can access your number from our office or our files.

Tax Table

We collect for the following Municipalities:

<u>City/Village</u>	<u>Rate</u>	<u>Minimum Age</u>
Anna	1.75%	17
Botkins	1.5%	17
Ft. Loramie	1.5%	17
Minster	1.5%	18
New Bremen	1.5%	18
New Knoxville	1.5%	17
Osgood	1%	16
Russia	1.5%	17
St. Marys	1.5%	16

instructions continued on next page

FILING INSTRUCTIONS (continued)

SECTION A: This section is for individuals that have a filing responsibility but do not have income to report. All Jackson Center residents must file a return. Retired Jackson Center residents can use section A of this return to satisfy this obligation. Other individuals may use this section to report reasons why they are no longer taxable so that we may update our records and inactivate the account.

SECTION B: This section is for individuals with taxable income.

BOX B-1: Name of employer as shown on your W2.

BOX B-2: Name of city that tax was withheld for as shown on your W2.

BOX B-3: Tax withheld for the city where you live. Do not include school tax.

BOX B-4: Tax withheld for the city where you worked. This is a credit. This money will not be sent to your city or residence, but your city of residence will give you credit for paying this tax to another city. Do not include tax that is shown on your W2 that you expect to be refunded.

CREDIT FOR TAX WITHHELD AND PAID TO ANOTHER CITY

This credit is limited by the tax rate of your city of residence. If you work in Dayton which has a 2.25% tax rate and you earned \$20,000.00, you paid Dayton \$450.00. However, when you file with the Village of Anna, which has a tax rate of 1.75%, the credit that can be claimed on that income is \$350.00, (\$20,000.00 x 1.75%). This is still true even if you or your spouse worked for yet another employer that withheld no tax on their wages. The credit for your tax paid to Dayton will remain at \$350.00. You can find a complete listing of city tax rates on the State of Ohio website at www.ohio.gov.

SCHOOL TAX

Credit cannot be taken for school tax withheld. Do not include this tax in Box B-4.

Box B-5: Taxable wages as shown on your W2. Generally, this is shown in Box 5, (Medicare wage box), on your W2, unless you are exempt from Medicare withholding. (If you are exempt, call our office for further instruction.) Your local wage may not match your Medicare wage but by law, your city taxable wage is based on the Medicare wage base.

Line 1: Total each column in Boxes B-3, B-4, and B-5.
Part year residents go to Worksheet 2.

Line 2: Other Income, worksheet. Complete only if you own rental properties, have a small business, are a partner in a partnership, have farm income, received a 1099, or filed Form 2106 with the IRS. See Worksheet 1 for further instruction.

Line 3: Add Lines 1 and 2.

Line 4: Line 3 multiplied by the tax rate, see the tax table.

Line 5(A): Amount from Line 1, Box B-3.

Line 5(B): Amount from Line 1, Box B-4.

Line 5(C): Amount of estimated payments made for 2009 or overpayment from 2008.

Line 5 (D): Add Lines 5(A) through 5(C).

Line 6: Subtract Line 5(D) from Line 4.

Line 7(A): Penalty, due on all payments made after April 15. 5% per month, up to 25% for Minster, New Bremen, New Knoxville, and St. Marys. Up to 15% for Anna, Botkins, Ft. Loramie, and Russia, and in addition to the interest.

Line 7(B): Interest, due on all payments made after April 15. 1% per month with no cap, and in addition to the penalty.

Line 8: Add Lines 6 and 7. This is your total amount due.

Line 9: This is your overpayment. You must elect to receive a refund or to carry-over to the following year. If no election is made, your overpayment will automatically be carried forward to 2009 unless you owe unpaid taxes for previous years.

SIGN AND DATE YOUR RETURN.

Make your checks payable to the municipality for which you are filing.

RENTAL PROPERTIES

Rental property profits are taxable to the city in which the rental is physically located. The municipalities that we administer for allow credit for taxes paid to other cities. If you have a property and you pay income tax to another city on the property, simply attach a copy of your federal Schedule E and a copy of the other city tax return.

Losses are also attributable to the city in which the rental property is physically located. If you have a rental loss in Sidney and W2 income taxable to St. Marys, you cannot use the Sidney rental property to lower your St. Marys W2 income. However, if you have a St. Marys rental loss, you can reduce your St. Marys W2 income. All losses that are not used can be carried forward for 5 years.

To report rental properties, attach your federal schedule E, list the income or loss on Worksheet 1.

-SPECIAL INSTRUCTIONS FOR OSGOOD TAXPAYERS-

1. You are taxable only on the income earned after June 30, 2009.
 - A. Reduce your W2 wage by the year to date wages from your June 30 pay stub **or**
 - B. Complete Worksheet 2 using the residency dates of July 1, 2009 – December 31, 2009.
2. All Osgood residents must file a return.
3. Losses can be carried forward for 5 years. Losses cannot be used to reduce W2 income.

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 2009:

Address	City	State	Beginning Date	Ending Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

List all of your employers during 2009:

Name of Employer	Beginning Date	Ending Date	Name of Employer	Beginning Date	Ending Date
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Employer	Total box 5 wages	÷	Total months you worked for this employer during 2009	=	x	Total months lived here while working for this employer during 2009	=	_____
_____	_____	÷	_____	=	x	_____	=	_____
_____	_____	÷	_____	=	x	_____	=	_____
_____	_____	÷	_____	=	x	_____	=	_____
							Total taxable wage	_____

See Section B-4 instructions

Employer	Total City Withholding	÷	Number of months worked for employer as indicated above	=	x	Number indicated above	=	_____
_____	_____	÷	_____	=	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.

CITY	Amount received before expenses	÷	Total gross receipts from Schedule C	=	%	Net Profit or Loss from Schedule C	=	TAXABLE
_____	_____	÷	_____	=	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.