

INSTRUCTIONS FOR PREPARING MUNICIPAL INCOME TAX RETURNS

SPECIAL NOTICE FOR PERSONS WHOSE ONLY SOURCE OF INCOME IS FROM WAGES AS SHOWN ON W-2 FORMS RECEIVED FROM YOUR EMPLOYER. YOU MAY ABBREVIATE THE FORM BY COMPLETING THE TWO BOXED IN AREAS AND THE ESTIMATE FOR 2003. ATTACH A COPY OF YOUR W-2 FORMS AND SIGN THE RETURN. IF YOUR EMPLOYER DID NOT PROVIDE YOU WITH ADEQUATE W-2 FORMS TO SUBMIT A COPY WITH THIS RETURN, YOU MAY SUBSTITUTE A LEGIBLE PHOTO COPY.

GENERAL INSTRUCTIONS

WHO MUST FILE: Every resident, 18 years or older, with earned income or net profit from any source whatsoever shall make and file a return. All such earnings wherever earned are considered taxable. The location of the places from which payment is made or where payment is received is immaterial. Every business entity (individual, proprietorship, partnership, corporation, S-Corporations, profession, etc.) whether a resident or non-resident who conducts a business in this municipality must file a return and pay tax on the net profit.

PERSONS UNDER EIGHTEEN (18) YEARS OF AGE are not subject to the tax. If the tax was withheld for Parma from their wages, a refund request form should be filed. Copies are available from taxation division upon request.

EARNED INCOME is defined as salaries, wages, commissions, income from gaming, wagering and lotteries, including Ohio State lottery winnings over the amount of \$600.00, and other compensation and would include but not be limited to: bonuses, incentive payments, directors fees, property in lieu of cash, tips, dismissal or severance pay, and awards, tax shelter plans, vacation and sick pay, wage continuation plans, supplemental unemployment benefits, deferred compensation i.e. (401K, 403B, etc.) depreciation recapture and other compensation earned, received, or accrued.

INCOME NOT TAXABLE includes dividends, interest, military pay and allowances, insurance proceeds, pensions, annuities, alimony, social security, medicare, poor relief, unemployment insurance benefits, gifts, inheritances, scholarships, involuntary conversions, royalties and other revenue from intangible property. The income of religious, fraternal, charitable or other non-profit associations are exempt from the tax if 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.

JOINT RETURNS - file a joint return if both husband and wife have earnings.

FILE on or before April 30th 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 four (4) months from the end of the fiscal year or other period.

EXTENSIONS OF TIME TO FILE for good cause may be granted by the Administrator. Make written request on or before the due date stating reason.

PENALTIES AND INTEREST are imposed for failure to file a return or pay the tax due or failure to have 80% or more of tax due paid in on estimates.

EXEMPTIONS AND ITEMIZED DEDUCTIONS as available on individual federal income tax returns are not allowed. The municipal income tax is based on gross earnings.

COLUMN 1

This column is to list each work city separately. Continue across the rows to the right of each city listed. Follow the instructions for each column as listed below.

COLUMN 1A

Enter total wages as noted on W-2 form in this column.

NOTE: The largest dollar amount in wage areas on the W-2 form is the amount taxable by the cities. If your employer did not withhold on the largest dollar amount, list wages taxed by your work city separately from these wages not taxed. Cities tax gross wages before any deductions. (deferred compensation plans and deferred retirement plans ARE taxed by the city)

COLUMN 1B

Enter the amount of taxes withheld for the City of Parma (**including any Parma residence tax withheld**) in this column.

COLUMN 1C

Enter taxes withheld for other cities where wages were earned as listed in column 1.

COLUMN 1D

To compute you must know your work city tax rate located in Chart A (2003 city tax rate schedule). Go to Chart B (tax credit reduction) In B-1, locate your work city tax rate and go to corresponding tax credit in B-2. Multiply the credit from B-2 times the amount entered in column 1A for that work city. Enter the result on the same line in column 1D. Repeat the above process for each entry in column 1A.

NOTE: Tax credit is to be computed on wages which were subject to the proper withholding by work city. If you have any questions regarding this matter, please contact the TAX Department at (440) 885-8045.

COLUMN 1E

Enter the **smaller** of Column 1C or 1D.

COLUMN TOTALS

Add entries in Column 1A, enter in column total and line 2.

Add entries in Column 1B, enter in column total and line 9B.

Add entries in Column 1E, enter in column total and line 9C.

LINE 2

IF ONLY SOURCE OF INCOME IS WAGES, ENTER TOTAL OF COLUMN 1A ON LINE 2 AND LINE 7 AND PROCEED TO LINE 8 (SKIP LINES 3 THRU 6C). If you have other income, enter total of column 1A on line 2 and complete the rest of the return.

LINE 3

Total other income as defined as all other income not reported on W-2. (See income taxed by cities)

NOTE: Income from wagering, schemes of chance and lottery winnings are to be included on this line. Ohio State Lottery winnings are allowed a \$600 deduction off gross winnings for the year.

Losses from other income **cannot** offset W-2 wages.

Federal schedule C and E (ONLY) gains and losses that occurred in the same city can offset each other. All other losses cannot offset gains to calculate total other income.

Losses can be carried forward for a period of five (5) years.

LINE 4

Total of line 2 and line 3.

LINE 5A, 5B & 5C

Used to make adjustments when line 4 includes income not taxable and/or items not deductible for city tax purposes. Schedule X is used.

LINE 6A

Is the result of line 4 plus line 5A and less line 5B.

LINE 6B

The income tax ordinance recites a formula (Schedule Y) to determine the percentage of income attributable to this city by business entities **ONLY (does not apply to Parma residents)** conducting business activity both within and outside this city. If Schedule Y is used, bring the average percentage from line 6 of Schedule Y to the percentage line of line 6B. Multiply line 6A by this percentage and enter the result on line 6B.

LINE 6C - (See BUSINESS LOSSES)

Taxpayers doing business both in and outside of this city who allocate profits via Schedule Y must also allocate losses accordingly.

LINE 7

Total income subject to city income tax.

LINE 8

Parma City income tax (multiply Line 7 times tax rate of 2%). Enter results on line 8.

LINE 9 PAYMENTS AND CREDITS

NOTE: Credit for school district income taxes not allowed.

A. Enter the total of estimate payments plus prior year overpayment credits for this year.

B. Enter total of Column 1B.

SCHEDULE INSTRUCTIONS

REAL ESTATE AGENTS who represent a broker whose office is located in Parma are required to file and to include all commissions earned regardless of location of property sold or residence of salesperson.

BUSINESS LOSSES The net loss from a business activity may not be used to offset earned income such as salaries and wages. However, a net operating loss may be carried forward for five (5) years per the income tax ordinance. The net loss from one business activity may not be used to offset the profit of another business activity. However, an individual taxpayer engaged in two or more Schedule C activities in a single municipality may offset the profit of one with the loss of another.

SCHEDULE C All business entities must attach copies or facsimiles. If you had more than one business, a separate Schedule C must be completed for each business. An individual taxpayer engaged in two or more taxable business activities in a single municipality may include them in the same return. If your business activity was conducted in more than one municipality, see Schedule Y. Accounting methods used must be identical to that used for federal reporting. A copy of our federal return (1040 C & F, 1065, 1120, 1120S, etc.) and schedules must be attached.

SCHEDULE D Gain on the disposition of certain depreciable property results in ordinary income subject to the municipal income tax. Federal form 4797 sets out these items and depreciation recaptured which is treated as ordinary income. Individuals must indicate the amount as shown on line 11(b) (2) of their federal form 4797. All other taxpayers except partnerships, must indicate the amount shown on line 11; partnerships will include such amounts in Schedule C or Schedule H. It is suggested that a copy of federal form 4797 be attached.

SCHEDULE G When the gross monthly rental of any and all real properties aggregates in excess of \$125.00 per month, the owner is considered engaged in a business activity and the net income shall be subject to the tax. Information on this schedule must correspond to Schedule E, Part II as filed with the Internal Revenue Service, using the same method of depreciation. Loss from one city may never offset the gain in another city. Rental losses may not be used to offset wages earned.

SCHEDULE H This schedule is used to list all other taxable income not reported elsewhere on this return. Types of income to be reported here are: *partnership, S-Corporations, estates, trusts, fees, tips, prizes, awards, commissions, supplemental unemployment benefits, property in lieu of cash, excess business expense reimbursement, refunds of local taxes to business entities if deducted in a prior year, taxable income from all other sources.

SCHEDULE X is used for the purpose of making adjustments when total income (line 4) includes income not taxable and/or items not deductible for city purposes. Enter the amounts of any such items in schedule X and carry totals (line M and line Z) respectively to lines 5(a) and 5(b).
Line a - Capital losses from the sale, exchange or other disposition of property shall not be taken into consideration in arriving at net profits earned.
Line b - If you have deducted non-taxable income (line Z), expenses attributable to this non-taxable income shall not be allowed as a deduction from the remaining taxable income. In the absence of records showing the actual expenses attributable to such non-taxable income, the minimum shall be deemed to be 5% of the non-taxable income.
Line C - Would include federal, state, local and other taxes based on income.

SPECIAL NOTE: The new Ohio Corporation Franchise Tax, if based on income is not allowed as a deduction, however, the amount based on net worth is allowable. If line 3(c) of your Ohio Corporation Franchise Tax Report (form FT-1120) exceeds line 7, we suggest the following: Enter on line H the amount of tax shown on line 3(c) of schedule A form FT-1120. Enter on line Q the amount of tax shown on line 7 of form FT-1120. The only exception to this method would be when the minimum tax of \$50.00 is paid or when the amount of line 7 of form FT-1120 is greater than line 3(c). In this instance, the tax is based on net worth and no adjustments need be made.

Line N - Capital gains from the sale, exchange or other disposition of property shall not be taken into consideration in arriving at net profits earned. However, refer to schedule D instructions.

Line Q - Would include items listed in the general instructions as: Income Not Taxable, as well as compensation or like reimbursement for damages (except for loss of profits), involuntary conversion, cancellation of indebtedness, income of a decedent's estate during the period of administration (except business income), items of income already taxed by the State of Ohio from which this municipality is specifically prohibited from taxing, income which is prohibited from taxation by the constitution of the United States and the State of Ohio or any Act of Congress or the Ohio General Assembly.

EMPLOYEE BUSINESS EXPENSE To qualify for the Employee Business Expense deduction for municipal income tax purposes, the taxpayer must also itemize his deductions for Federal Income tax purposes. Attach copies of Federal Form 1040, Schedule A and 2106. The amount of Employee Business Expense deduction allowed against Municipal income tax is limited to the amount that the tax-payer's 2106 expenses exceed 2% of the taxpayers Federal A.G.I. Tax credits from other communities shall be proportionately reduced.

SCHEDULE Y A business allocation formula consisting of the average of property, gross receipts and wages paid, may be used by business entities not required to pay tax on entire net profits, by reason of doing business both within and without this municipality. However, if the books and records of the taxpayer shall disclose with reasonable accuracy the net profit attributable to this municipality, then only this portion shall be considered as having a taxable situs in this municipality.

SPECIAL NOTE: Sales and gross receipts in this municipality [step 2(b)] mean:

1. All sales of tangible personal property which is shipped from this municipality to purchasers outside of this municipality regardless of where title passes if the taxpayer is not, through its own employees, regularly engaged in the solicitation or promotion of sales at the place where delivery is made.
2. All sales of tangible personal property which is delivered within this municipality regardless of where title passes, even though transported from a point outside this municipality, if the taxpayer is regularly engaged through its own employees in the solicitation and the sales result from such solicitation or promotion.
3. All sales of tangible personal property which is delivered within this municipality regardless of where title passes, if shipped or delivered from a stock of goods within this municipality.

SCHEDULE Z Must be completed by all partnerships and associations filing returns. Amounts shown in this schedule must correspond with amounts reported in schedule C or schedule H. Attach a schedule if you need more space.

FOR FURTHER INFORMATION PHONE (440) 885-8045

- C. Enter total of Column 1E.
If work city credits are claimed and later refunded, an amended Parma return must be filed reflecting the change.
- D. DIRECT PAYMENT TO OTHER CITIES,
This credit applies only if the other income (WAGES WITH NO TAXES WITHHELD, business income, rental property, schedule k-1 income, etc.) is included on this return. If direct payments were made to other cities on this income, The City of Parma will allow a credit based on Chart B. To use Chart B, you must first know your other city's income tax rate found in Chart A (2003 tax rate schedule). Locate your other city's tax rate in B-1 and find the corresponding credit in B-2. Multiply the credit from B-2 times other income. Enter the **smaller** of the allowable tax credit calculation from above or the actual taxes paid.
NOTE: Attach a copy of other city tax return. Credit will not be allowed without it. Residence tax paid to other cities cannot be claimed on this return.
- E. Total of line 9A through 9D.

LINE 10 TAX DUE

Line 8 less line 9E enter result on line 10 if greater than \$1.00. If result is less than zero, enter nothing and see instructions for line 13.

LINE 11 PENALTY AND INTEREST

- A. Penalty and interest are imposed for failure to file a return by April 30th or 4 months following the end of fiscal period (businesses only) and no extension was granted. Penalty and interest are also imposed for failure to pay the tax due or have 80% or more of the tax due paid on an estimate in that tax year. Minimum Penalty charge is \$25 for the first offense or 1-1/2% per month whichever is greater.
- B. Interest charge is 1-1/2% per month.
- C. Add lines 11A and 11B.

LINE 12 BALANCE DUE

Add lines 10 and 11C.

LINE 13 OVERPAYMENT

If line 10 or 12 is less than zero you are entitled to a refund (amounts over \$1.00) or credit carried forward (amounts over \$1.00) to the next tax year. If your overpayment is less than your first quarter estimate payment, reduce your payment for the next tax year by taking credit for it now. If you request a refund, refunds take approximately 8-12 weeks to receive a check. Please indicate your choice by placing an X in the box on line 13A if you choose to receive a refund or 13B if you choose to receive a credit.

LINE 14

NOTE: Taxpayers who anticipate a net tax due to Parma in excess of \$100.00 in the current tax year are required to file a Declaration of estimated tax due by completing line 14.

- A. Estimate Tax Liability
This is the amount of expected tax balance due the City of Parma for the next tax year.
If you have city taxable income earned/sourced in Parma on which no Parma taxes have been withheld or paid, 2% will be owed on this income.
For all other income earned or generated outside of Parma, 1% (.01) will be owed if the work/source city has a tax rate of **at least 1%** i.e. \$40,000 earned outside of Parma in a city with a tax rate greater than 1% \$40,000 X .01 = \$400.00 **TOTAL ESTIMATE.**

For work/source cities with a tax rate less than 1% take Parma's tax rate of 2% minus your work/source city's tax rate to find the percentage that will be owed to Parma i.e. work city = Medina (tax rate .5% or .05) 2% - .5% = 1.5% (.015) due to Parma \$40,000 X .015 = \$600

TOTAL ESTIMATE.

Chart C (calculation of estimate tax) shows the percentage owed based on work city's rate.

- B. Divide line 14A by 1/4.
LINE 15 TOTAL DUE THE CITY OF PARMA
Add lines 12 and 14B and enter final results. Returns received without payment are subject to a \$25.00 penalty or penalty of 1 1/2% per month whichever is greater plus 1 1/2% interest charge per month. Be sure to write your Parma account number on your check or money order. If balance due is less than \$1.00 payment need not be made.
PLEASE SIGN YOUR NAME AND OBTAIN A SPOUSE'S SIGNATURE ON A JOINT RETURN AND DATE IT.

TAXPAYER MUST ATTACH COPIES OF ALL W-2 STATEMENTS, COPIES OF ALL APPLICABLE CITY RETURNS AND FEDERAL SCHEDULES - C, E, K-1 AND 1099, ETC. INCLUDE A SUMMARY SHEET IF NECESSARY. THIS RETURN IS NOT COMPLETE UNLESS THESE SOURCE DOCUMENTS ARE PROVIDED.

EXAMPLE OF TAX RETURN

2003 City of Parma Income Tax Return

Mail this return to THE CITY OF PARMA, DIVISION OF TAXATION, P.O. BOX 94734, Cleveland, OH 44101-4734, on or before April 30, 2004 or within 4 months after the close of a fiscal year or period. Phone: (440) 885-8045

PARMA ACCOUNT NO. _____

Filing Status: Individual Joint Corporation Partnership

DATE OF BIRTH, IF UNDER 18 IN 2003: _____

TAXPAYER, MR & MRS. 6611 Ridge Rd. Parma, Ohio 44129

000-00-0000
Your Social Security Number
999-99-9999
Spouse's Social Security Number

Filing for 2003 calendar year
 Filing for fiscal year ending _____

1. WAGES AND COMPENSATION (From W-2's only)

| COLUMN 1 LIST EACH WORK CITY | COLUMN 1A Total Wages (As shown on W-2 Form) | COLUMN 1B Withheld for Parma | COLUMN 1C Withheld for Other Cities | COLUMN 1D % of Col. 1A See Instructions | COLUMN 1E Lessor of Column 1C or 1D |
|---------------------------------|--|------------------------------------|---|---|---|
| PARMA | 20,000.00 | 400.00 | | | |
| CLEVELAND | 10,000.00 | | 200.00 | 100.00 | 100.00 |
| MEDINA | 10,000.00 | | 50.00 | 50.00 | 50.00 |
| COLUMN TOTALS | \$ 40,000.00 | \$ 400.00 | | | \$ 150.00 |

2) ENTER TOTAL OF COLUMN 1A. SEE INSTRUCTIONS BEFORE GOING TO LINE 3 2 \$ 40,000.00
3) INCOME OTHER THAN WAGES FROM PAGE 2 3 \$
4) TOTAL INCOME (TOTAL OF LINE 2 AND LINE 3) 4 \$
5) (A) ITEMS NOT DEDUCTIBLE (FROM LINE M SCHEDULE X) ADD \$
(B) ITEMS NOT TAXABLE (FROM LINE Z SCHEDULE X) DEDUCT \$
OTHER INCOME (C) ENTER EXCESS OF LINE 5A OR 5B 5C \$
6) (A) ADJUSTED NET INCOME (LINE 4, PLUS OR MINUS LINE 5C) IF SCHEDULE X IS USED 6A \$
(B) AMOUNT ALLOCABLE TO PARMA % OF LINE 6A NON-RESIDENT BUSINESSES ONLY 6B \$
(C) LESS ALLOCABLE NET LOSS PER PREVIOUS CITY INCOME TAX RETURNS (SUBMIT SCHEDULE) 6C \$
7) AMOUNT SUBJECT TO CITY INCOME TAX (LINE 6A OR 6B LESS LINE 6C) 7 \$ 40,000.00

8) PARMA CITY TAX, 2%. MULTIPLY TOTAL OF LINE 7 BY 2% 8 \$ 800.00
9A) ESTIMATED PAYMENTS AND PRIOR YEAR CREDIT 9A \$
9B) WITHHELD FOR PARMA (FROM 1B) 9B \$ 400.00
9C) CREDIT FOR OTHER CITIES (FROM 1E) 9C \$ 150.00
9D) DIRECT PAYMENTS TO OTHER CITIES (SEE INSTRUCTIONS) 9D \$
9E) TOTAL PAYMENTS AND CREDITS (ADD LINES 9A THROUGH 9D) 9E \$ 550.00
10) TAX DUE, LINE 8 LESS LINE 9E IF OVERPAID SEE INSTRUCTIONS 10 \$ 250.00
11) PENALTY AND INTEREST, 11A PENALTY \$ 11B INTEREST \$ (ADD LINE 11A & 11B) 11C \$
12) BALANCE DUE (COMBINE LINES 10 & 11C) 12 \$ 250.00
13) OVERPAYMENT (IF LINE 12 IS LESS THAN ZERO)
13A) REFUND (IF \$1.00 OR MORE) \$ 13B) CREDIT TO 2004 ESTIMATED TAX \$

DECLARATION OF ESTIMATED TAX FOR YEAR 2004

14) ESTIMATED TAX (SEE INSTRUCTIONS) 14A \$ 250.00
A. ESTIMATED TAX LIABILITY 2004
B. QUARTERLY ESTIMATED TAX DUE, 1/4 OF 14A LESS CREDIT FROM 13B 14B \$ 62.50
15) TOTAL DUE CITY OF PARMA (ADD LINES 12 AND 14B) MAKE CHECK PAYABLE TO: CITY OF PARMA DIV. OF TAX 15 \$ 312.50

I CERTIFY I HAVE EXAMINED THIS RETURN INCLUDING ACCOMPANYING SCHEDULES AND STATEMENTS, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IT IS TRUE AND CORRECT.

Signature of Person Preparing, if Other Than Taxpayer _____ Date _____
Signature of Taxpayer or Agent (Required) _____ Date _____
Name and Address of Firm _____ Phone _____ Signature of Spouse if Joint Return _____ Date _____

