



## IMPORTANT PLEASE READ

Bryan City income tax filing instructions for tax years 2016 and forward.

Our tax office staff is available to assist you in completing your city tax return and answer any questions you may have about your tax filing. Our office is located at the Bryan City Clerk-Treasurer's Office, 1399 E. High Street, Phone: 419-633-6023 or 419-633-6027. Office hours are 8 a.m. to 4:30 p.m. Monday thru Friday.

Estimated tax, mandatory if \$200 or greater is due, must be paid in quarterly installments on all earned income without payroll withholding or less than 1.8% withholding. First quarter payment must be included with the initial filing of a Declaration of Estimated Tax. Remaining quarterly payments will be billed when due. Taxpayers filing on fiscal year basis should substitute appropriate dates. Declaration of Estimated Tax must be completed each year if the account is to remain open (even if filing a zero). Paid estimates must be within 90% of the actual taxes due or an amount equal to your tax liability from the previous year. A penalty shall be added for non-payment or underpayment of the estimated tax that is 200.00 or greater for the year.

Make sure your remittance for tax due is enclosed with your return along with a complete copy of the Federal Form 1040, schedules and W-2 forms as necessary for support documentation. Make checks payable to: BRYAN CITY INCOME TAX. There will be a \$25.00 charge for returned checks.

## GENERAL INFORMATION

### WHO IS REQUIRED TO FILE A RETURN:

In accordance with City Ordinance the following entities are required to file a city tax return:

**Every Resident**, mandatory filing for all residents 18 years of age and older.

**Every Business Entity**, (individual proprietorship, partnership, corporation, profession, etc.) whether a resident or non-resident who conducts a business in Bryan must file a return and pay any tax on net profit. If you have a net loss you are still required to file a return. (Business includes rental and farm income).

**Individuals** employed in Bryan receiving wages, salaries, commissions, etc. and whose employers have not withheld City income tax should contact our office to determine filing status.

### PARTIAL YEAR RESIDENT:

If you were a resident of Bryan for only a portion of the year, you are only subject to tax on the income earned during the period of your residency. (**Income earned in Bryan is taxed 100% and is exempt from partial year calculations**). 1. Gross wages (per W-2) ÷ (months worked) X (months as Bryan resident) = Bryan Taxable Income. 2. City tax withheld (per W-2) not to exceed 1.8% ÷ (months worked) X (months as Bryan resident) = Allowable Credit. Contact City Tax Department for clarification.

If you moved into Bryan and tax is not withheld on first check stub, or is less than 1.8%, you must contact our office to file.

### WHEN AND WHERE TO FILE RETURNS:

File with the Tax administrator, City of Bryan, 1399 E. High Street, Bryan, Ohio 43506, or by mail, Bryan City Income Tax, P.O. Box 190, Bryan, Ohio 43506. Calendar year filings are due by April 15<sup>th</sup> (or the federal revised due date) for the close of the previous year. All wage earners must file on a calendar year basis. Fiscal year taxpayers must file on or before 105 days following the close of their fiscal year end. In the case of a return for a fraction part of the year, the period for which the return is due is 105 days after the period subject to the tax. **A request for extension must be filed before the due date.**

### EXTENSION TO FILE:

For 2016 and forward, any taxpayer that has requested a federal extension for filing the federal income tax return shall automatically receive an extension for the filing of a municipal income tax return. Any taxpayer that has NOT requested a federal extension must request an extension for filing a municipal return on or before the date the return is due. An extension does not relieve assessment of penalty and interest on any unpaid tax.

### PENALTY, INTEREST AND LATE FILING FEES:

A one time penalty of 15% will be charged from the original due date of the return and interest at the rate of 5% plus the federal rate annually. Late filing of the return subjects you to interest and a minimum \$25.00 per month penalty up to \$150.00 for each failure to timely file a return.



**TAXABLE INCOME:**

Income from gross wages, tips, salaries, commissions, sick pay, third party sick pay, severance pay, 401K, vacation, pay, clergy housing allowance, group term life insurance protection over fifty thousand dollars (\$50,000), bonuses, incentive payments, moving allowances to come to Bryan, director fees, profit from rental property, gambling, lottery winnings, farm income, profits from the operation of business, profession or other enterprise or activity, and all other compensation earned, received, or accrued. This list is not intended to be all-inclusive. If you have any questions regarding what may or may not be taxable, please contact the City Tax Department.

**NON-TAXABLE INCOME:**

Interest, dividends, capital gains, unemployment compensation, military pay, alimony, social security, and other retirement and or pension benefits as they are received. (interest is only deductible if it is included in Gross receipts income).

**FEDERAL ADJUSTMENTS NOT ALLOWED:**

Keogh, IRA, 401-K, Tax Sheltered Annuities. (This list is not intended to be all-inclusive. Contact office with any questions on adjustments.)

**TAX CREDIT:**

Bryan residents who are employed or conduct business activity in a city OTHER than Bryan shall be allowed the tax credit of that city, providing it is less than or equal to 1.8% and has not been overtaxed for that city. The City of Bryan will allow the Indiana County Non-Resident tax rate ONLY with the filing of Indiana Form IT-40RNR (Reciprocal Nonresident Indiana Income Tax Return) attached. Do not take credit for a tax withheld for school districts.

**TAX DUE, REFUND/OVERPAYMENT:**

No payment is due if amount is less than \$10.01. An overpayment less than \$10.01 shall not be refunded nor will it be credited toward next year's tax liability. A refund will not be issued if W-2's or required schedules, etc. are missing. A refund will be issued if the return is stated FINAL RETURN to inactivate the account, or if an estimate is filed for the coming year. A brief explanation is needed if inactivating an account or requesting a refund.

**SCHEDULE C – Profit/Loss from Business or Profession:**

All business entities must attach copies of the Federal Schedule 1040. A corporation must attach copies of Federal Schedule 1120 or 1120S. A partnership must attach copies of Federal Schedule 1065 & K-1's. If your business activities were conducted in more than one municipality, see Schedule Y. State and City taxes based upon income are not deductible and must be added back to income. Guaranteed payment to partners are not deductible and must be added back into income. See Schedule X.

**SCHEDULE Y – Business Allocation:**

Business allocation percentage formula is to be used by corporation or non-resident business entities doing business within and outside Bryan. Determine the % of the Bryan portion of:

1. Average value of real and tangible property;
2. Total sales regardless of where made;
3. Total compensation paid to all employees.

Add the ratios obtained and divide by the number of ratios to obtain business allocation percentage for Bryan.



## INSTRUCTIONS FOR PREPARING BRYAN CITY INCOME TAX RETURN

### Heading:

If this return is made for a period of time other than the calendar year, insert the beginning and ending date of the period. Enter your name, address and social security number, if it is not already printed on your return or needs corrected. If you do not have an account number, one will be assigned upon the receipt of your return.

### Line 1:

- (Column A) Enter the name of each individual employer from W-2 form. (attach list for additional W-2's)
- (Column B) Enter the city of each employer where you perform your work.
- (Column C) Enter the amount of city tax withheld for another city (not to exceed 1.8%) as shown on W-2 form. See "Tax credit".
- (Column D) Enter the amount Bryan City tax withheld as shown on W-2 form.
- (Column E) Enter the **total** amount of all gross compensation from all W-2 forms for the tax year listed on your return. Each W-2 form should be examined in all wage areas for the highest wages. Income taxable by the city may differ from income taxed by the Internal Revenue Service. **Be sure to attach all W-2 forms.** A W-2 form photocopy will be accepted.

### Line 2:

Enter total amount of other income from page 2 (Schedule E, H, & X) **Copy of Federal schedules required.**

### Line 3:

Enter total of Column E (Gross Earnings) & Line 2.

### Line 4:

(For business use) Enter any total adjustments (Business expenses must have Form 2106 attached).

### Line 5:

Line 3 minus any adjustments from line 4.

### Line 6:

Multiply amount on Line 5 by 1.8%. Enter total on this line. This is your **Tax Liability.**

### Line 7 (Credits):

- (a) Enter total tax credits withheld from other cities (Total Column 1C); not to exceed 1.8%. See "Tax Credit".
- (b) Enter Bryan City tax withheld (Total Column 1D).
- (c) Amount paid on a Declaration of Estimated Tax will appear on this line.
- (d) Overpayments from proceeding year.
- (e) Add together credit lines 7a, b, c, d.

### Line 8:

- (a) Subtract Line 7e from Line 6. Enter the difference here. **Tax Due.** (Less than \$10.00 amount NOT due).
- (b) If Line 7e exceeds Line 6, enter difference of overpayment on this line.
- (c) Enter amount you want applied to next years estimated tax. (Less than \$10.01 not credited).
- (d) Enter amount you want refunded after being reviewed by the Tax Department. (Less than \$10.01 not refunded).

### Line 9:

Penalty is a flat uniform non-payment penalty of 15% of amount not paid AND a uniform late filing penalty of \$25.00 per month, up to maximum of \$150.00, for each failure to timely file each return. Interest is 5% annually plus federal rate.

### Line 10:

Line 8a added to Line 9. Enter **TOTAL AMOUNT PAYABLE WITH THIS RETURN** on or before April 15<sup>th</sup> ( or the federal revised due date).



### Declaration of Estimated Tax

- Line 11:** Enter here total estimated tax, mandatory if \$200.00 or greater is due, on income subject to tax, multiplied by a tax rate of 1.8%.
- Line 12:** Enter any Bryan tax to be withheld or credit from tax withheld/paid to another city.
- Line 13:** Enter total from Line 12 (Box 1 and 2).
- Line 14:** Enter net tax due by subtracting Line 13 from Line 11.
- Line 15:** Enter amount due with estimate 22.5% of line 14 payable with this return on or before April 15<sup>th</sup> ( or the federal revised due date).
- Line 16:** If applicable, enter overpayment from previous year (Credit Line 8c). If credit Line 8c exceeds Line 15, credit will carry over into 2<sup>nd</sup> quarter payment. No estimate tax will be due at this time, unless you want to pay your remaining estimate balance in full for the year.
- Line 17:** Subtract Line 16 from Line 15.
- Line 18:** **AMOUNT DUE WITH THIS FORM** on or before April 15<sup>th</sup> ( or the federal revised due date).

**ALL W-2 FORMS AND APPROPRIATE FEDERAL SCHEDULES MUST BE ATTACHED TO THE BACK OF TAX RETURN TO BE COMPLETE. IF NOT ATTACHED, THEY WILL BE RETURNED MARKED INCOMPLETE AND WILL NEED TO BE RESUBMITTED WITH PROPER SUPPORTING DOCUMENTATION.**

**SIGNATURE – YOUR TAX RETURN MUST BE SIGNED AND DATED BEFORE SUBMITTING IT TO THE BRYAN CITY INCOME TAX DEPARTMENT. A RETURN IS NOT FILED WITHIN THE MEANING OF THE LAW, UNTIL SIGNED BY THE TAXPAYER OR AN AGENT LEGALLY AUTHORIZED TO SIGN TAX RETURNS FOR SUCH TAXPAYER. ANY RETURN RECEIVED UNSIGNED WILL BE RETURNED FOR PROPER SIGNATURE.**