

INSTRUCTIONS FOR PREPARING APPLE CREEK INCOME TAX RETURNS

SEND CHECK OR MONEY ORDER

NO STAMPS

REMINDER—All returns must be signed and have a copy of W-2 attached. If you are self employed or a landlord send a copy of schedule from federal income tax return showing profit or loss.

WHO MUST FILE – EVERY RESIDENT- 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. **PLEASE NOTE- WHETHER OR NOT YOU OWE THE VILLAGE, YOU STILL MUST FILE A COMPLETE RETURN.** The location of the places from which payment is made or where payment is received is immaterial. Every business entity (individual, proprietorship, partnership, corporation profession, etc.) whether a resident or non-resident who conducts a business in this municipality must file a return and pay on the net profit.

PERSONS UNDER EIGHTEEN (18) years of age are not subject to the tax. If the tax was withheld from their wages, a refund should be requested.

EARNED INCOME – is defined as salaries, wages, commissions, 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, tax shelter plans, vacation, and sick pay, wage continuation plans, supplemental unemployment benefits, 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.

FILE ON OR BEFORE APRIL 15TH – 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 two and one-half (2 ½) 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 the reason.

ROUNDING OFF TO WHOLE DOLLARS is permitted. Eliminate any amount less than fifty cents and increase any amount from fifty cents through ninety-nine cents to the next higher dollar. **YOU NEED NOT PAY ANY AMOUNT UNDER \$1.00, AND NO AMOUNT UNDER \$1.00 WILL BE REFUNDED.**

PENALTIES AND INTEREST WILL BE IMPOSED FOR FAILURE TO FILE A RETURN OR PAY THE TAX DUE.

EXEMPTIONS AND ITEMIZED DEDUCTIONS as available on individual Federal Income Tax Returns **ARE NOT ALLOWED.**

THE MUNICIPAL TAX IS BASED ON GROSS EARNINGS.

FULL CREDIT FOR MUNICIPAL TAX WITHHELD or paid to other communities is given and you are not double taxed.....

ESTIMATE FORMS are to be filed by those whose income is subject to the tax and not subject to withholding. This form should be filed by April 15th with the first quarter payment included.

ASSISTANCE IN FILING The Income Tax Administrator is at the Village Hall weekdays from 8:AM to 12:00 PM and 12:30 PM to 4:30 PM. Appointments for assistance during any other hours may be made by calling 698-5462.

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