VILLAGE OF BYESVILLE
INCOME TAX DEPARTMENT
INCOME TAX RETURN INSTRUCTIONS

<u>The front page of your Federal Income Tax return is to be submitted with your Byesville Income Tax return.</u>
<u>Byesville Income Tax returns are due by April 15th.</u>

PAGE ONE:

INCOME.
LINE 1. Enter qualified wages, salaries and other compensation, before payroll deductions (income cannot be deferred for village purposes); including 401K, or deductions for contributions to retirement plans. Qualified wages are usually Box 5 on your W-2 Form.
LINE 2. Enter net profit from rental income. A net loss must be reported as zero; a net loss cannot reduce line 1 taxable wages.
LINE 3. Enter net profits from business or profession. A net loss realized from a business activity must be reported as zero: a net loss cannot reduce line 1 taxable wages.
LINE 4. Enter income from partnerships, farms, etc.
LINE 5. Add lines 1 through 4. This is your income subject to Byesville income tax.
LINE 6. Multiply line 5 taxable income by 1% (.01). This is your gross Village of Byesville tax due before credits.

CREDITS
LINE 7. A. Enter Byesville tax withheld.
B. Enter here tax withheld to other municipalities, not to exceed one percent (1%) of taxed income per each W-2 Form. Attach itemized breakdown if W-2's are marked "Various" or "All Cities".
C. The pre-printed amount reflects your estimated tax payments.
D. The pre-printed amount reflects prior years overpayment.
E. Add lines 7A through 7D. This is the total credit allowed against your tax due for the year.
LINE 8. Balance due. If line 6 is greater than line 7E, subtract line 7E from line 6, enter tax due.
LINE 9. A. Penalty for failure to file your tax return on or before April 15th is $25.00 or 12% of amount due whichever is greater. A penalty of $25.00 shall be imposed for the failure to file a return whether or not a tax is due.
B. If your balance due (line 8) exceeds $100.00 and you did not file a declaration and make quarterly estimated payments, the penalty is $25.00 for each quarter payment was missed or late plus interest. Interest of 1% per each month late is assessed on line 8 when paid after April 15th.

MAKE REMITTANCE TO: BYESVILLE INCOME TAX DEPARTMENT. Byesville does not bill or refund amounts under one dollar ($1.00)
LINE 10. If overpayment is made, carry it forward towards next year's liability, or if no future tax liability is anticipated, request a refund. If no indication is made, your overpayment will be applied towards next years tax.

DECLARATIONS.
If 100% of your Byesville tax will be deducted and returned to Byesville by your employer, no estimate is required. If your estimated tax to be paid is more than $100.00, estimated payments must be made.
LINE 1. Enter total anticipated gross income from qualified wages, salaries and other taxable income sources. Multiply income by 1% (.01). This is your gross estimated Byesville tax due.
LINE 2. A. Enter taxes to be withheld by employer. (Not to exceed one percent).
B. Enter overpayment from prior year.
C. Enter payments to another municipality. Not to exceed one percent.
D. Add lines A, B and C. This is your total credits.
LINE 3. Subtract line 2D from line 1 to get your estimated tax. If line 2D is $100.00, or more, you are required by Byesville Ordinance to file and estimate and make quarterly payments. If under $100.00, payments are not required but can be made if you wish.
LINE 4. Calculate first quarter payment. Enclose first quarter payment with income tax return.

INCOME TAX RETURN PAGE TWO

SCHEDULE C. Is for reporting income earned from self-employment activity, such as 1099-MISC income, Federal Schedule C, etc. If you are a non-resident that has self-employment income earned in and out of Byesville, you must use Schedule Y to allocate taxable income to Byesville. Attach schedules and documentation.
SCHEDUKE X. Is for reporting and calculating adjustments allowed against your W-2 income. Attach documentation.
SCHEDULE E. Is for reporting income earned from rental income not included in Schedule C.
SCHEDULE H. Taxable income not included in Schedules C or G, such as individual's distributive share of income from resident or non-resident partnership on which village income tax has not been paid by the partnership entity; estates and trusts; director and other fees; farm and from other sources.
SCHEDULE Y. Business allocation formula.