

GENERAL INFORMATION

WHO MUST FILE

All corporations, partnerships, trusts, estates or other entities residing in and/or conducting business in, performing services in, or deriving income (or loss) from activities in the Municipality of Carlisle.

Partnerships, joint ventures, associations or other business owned by two or more persons and residing in and/or conducting business in Carlisle are required to file city returns on an entity basis.

This form is for use by business entities only. Individual residents or not-residents having Carlisle income (or Losses), who file as sole proprietors, use Federal Schedule C or have other types of income must obtain an Individual Form IR from the Income Tax Division.

OPERATING LOSSES

For tax years 2017 through 2022 net operating losses are calculated as follows; **50% of the combined 2017-2022 loss OR 50% of the adjusted federal taxable income – whichever is LESS.**

ESTIMATED TAX:

Every taxpayer anticipating owing more than \$200.00 in tax that is not withheld is required under Ohio law to make estimated tax payments. Estimated payments are due on April 18, June 15, September 15 and January 15. Failure to pay estimated taxes may result in an assessment of penalty charges.

EXTENSIONS:

Taxpayers receiving an extension of time to file the Federal return will receive the same extension for their Carlisle return. **A copy of the Federal extension must be included with the Carlisle return to avoid late filing fees.** Taxpayers may also request a filing extension directly with the Carlisle tax office before the April tax filing deadline. **An extension of time to file is not an extension of time to pay any taxes due.** Penalty and interest charges will apply to all payments received after the tax return due date.

PENALTY & INTEREST

Late filing penalty: \$25.00 PER MONTH or fraction of a month up to \$150.00 max.

Late payment penalty: 15% of tax due, INCLUDING UNDERPAID ESTIMATES.

Late payment interest: 0.58% per month or fraction of a month.

SUPPORTING DOCUMENTS

Documentation is necessary to verify all amounts of taxable or non-taxable incomes, expenses and deductions, as applicable.

Additional forms, schedules or computations may also be needed to support your city return in certain circumstances.

CONSOLIDATED RETURNS

The Income Tax Department may require or disallow the filing of a consolidated return when certain transactions, apportionment of expenses or other devices appear to distort the net profits apportioned to Carlisle. To produce a fair and proper apportionment of net profits, such transactions may be adjusted.

AMENDED RETURNS

An amended return is necessary for any year in which an Amended Federal return is filed or in which your Federal Tax liability has changed. An amended return must be filed within ninety days of the filing date of any amended Federal return and must include a copy of the Amended Federal return.

WHEN & WHERE TO FILE

Returns must be filed on or before April 18th or within 4 months after the fiscal year end with the Municipality of Carlisle Income Tax Department, 760 Central Ave, Carlisle, OH 45005.

Any tax due must be paid when filed. Checks or money orders should be payable to Carlisle Income Tax Department and should accompany this return. Visa, Mastercard and Discover accepted.

Incomplete returns or returns received without signatures or without proper supporting information may not be accepted; thereby creating potential penalty or interest assessments or delays in refund processing.

FORMS:

Forms can be obtained from the tax office or from the internet at www.carlisleoh.org.

INSTRUCTIONS

NAME & ADDRESS

Complete the name and address information, and federal employer identification number where requested. Indicate the type of business entity and attach explanation if "other" is indicated.

LINE 1: Federal taxable income from Federal Form 1120, 1120S, 1065 or appropriate federal schedules. Schedules and/or supporting documentation must be attached.

LINE 2: Enter the net adjustments from Schedule X.

LINE 3: Line 1 plus or minus Line 2

LINE 4: Enter the allowable net operating loss (NOL) carryforward from years 2017 through 2022 as follows; For tax years 2017-2022, only 50% of the available loss carryforward may be deducted.

To determine the allowable 2022 net operating loss (NOL) deduction, complete the following calculation:

(A) 2017 thru 2022 NOL () x 50% = ()

(B) Business return, Line 3 () x 50% = ()

Enter LESSER of Line (A) or (B) on business return, Line 4

LINE 5: Line 3 minus Line 4

LINE 6: Amount apportioned to Carlisle (from Schedule Y computation), The Business Apportionment Formula. Schedule Y, is used to compute the portion of net profits apportioned to Carlisle when business is conducted both inside and outside the city. A business apportionment 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 inside and outside of Carlisle. However, if the books and records of the taxpayer shall disclose with reasonable accuracy the net profit attributable to Carlisle, then only this portion shall be considered as having a taxable situs in Carlisle.

LINE 7: Amount of income subject to Municipal income tax is computed by multiplying Line 5 by percentage on Line 6, minus line 7 if applicable.

LINE 8: Carlisle Tax Due – Line 8 multiplied by 1.50% (.0150).

LINE 9: Show total estimated payments made. Prior year overpayment is amount of tax overpaid in prior year, not refunded, but transferred for use on the liability for this year.

LINE 10: Show additional tax credit. Provide explanation and documentation of credit source.

LINE 11: Add lines 10 and 11 for total credits.

LINE 12: Subtract Line 12 from Line 9 to compute the balance of tax due. If Line 12 is more than Line 9, proceed to line 14.

LINE 13: If Line 12 is more than Line 9, then an overpayment exists. Enter the overpayment on Line 14.

LINE 14: If Line 14 is \$10.01 or more, then you may have the overpayment applied to your next tax year or refunded. Indicate your choice on Line 15. No indication will result in an overpayment credit to next tax year. Refunds will be processed in order of date received and mailed within a maximum of ninety days of receipt of a completed return.

LINE 15: Penalty & interest will be assessed for any return filed after its due date at the following rate:

Late filing penalty: \$25.00 PER MONTH or fraction thereof to a max of \$150.00.

Late payment penalty: 15% of tax amount due and 0.58% interest per month or fraction thereof.

Underpayment of estimated tax: If the total estimated payments required to be made by January 15th are not equal to, or greater than, your prior year's total tax liability or 90% of your current year's total tax liability, you will be subject to penalty and interest charges.

LINE 16: Adjusted Balance Due (Add Lines 12 & 15D).

LINE 17: Indicate the amount of estimated tax due. You may base the estimate either on current year tax due (Line 13 or actual estimated amounts for next tax year).

LINE 18: Prior year credit.

LINE 19: Line 17 minus Line 18 divided by 4 is amount of quarterly payment due.

LINE 20: Line 12 plus Line 16. This amount is due within 4 months after fiscal year end.

SIGNATURE: This tax return MUST be signed and dated.

If someone other than the taxpayer completes this return, sign as preparer and show address and Federal Identification Number. Indicate by checking yes or no if we may contact your tax preparer regarding this return.

ACCOUNT INFORMATION UPDATE

Complete this form annually to provide our office with current information.

ASSISTANCE

For assistance in completing this return, or if you have any questions, please contact the Income Tax Department, Office hours are 8:00 AM to 4:30 PM Monday through Friday, Phone (937) 746-0556.