

# INCOME TAX INFORMATION

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| <b>GENERAL INFORMATION</b>           | Please contact 937-746-0556 for further information.   |
| <b>WHO MUST FILE</b>                 | All residents 18 years of age and older, except as herein provided, shall, whether or not income was earned or a tax is due hereon, make and file a return on or before April 15, 2022. Also, any person(s) owning residential or business property, or has business or professional income (or loss) within the city, as well as non-residents working within the city and not withheld at 1.5% tax rate.   |
| <b>EXEMPTION TO MANDATORY FILING</b> | Taxpayers having NO source of taxable income or loss who are permanently retired or permanently disabled and do not expect to receive income or loss taxable to the Village in the future, may be eligible for a tax filing exemption. Please visit our web site at <a href="http://www.carlisleoh.org">www.carlisleoh.org</a> for more information.   |
| <b>TAXABLE INCOME</b>                | Includes but is not limited to: salaries, wages, tips, bonuses, all gambling & lottery winnings, stock options, employee contributions to retirement plans and tax deferred annuity plans (401k, 403b etc), commissions and other compensation, director & executor fees, net profits from business, properties, farms, profession, enterprise or other activity, royalties, stipends and scholarship income federally taxed.  |
| <b>NON-TAXABLE INCOME</b>            | Includes but is not limited to: retirement or annuity distributions, social security benefits, military pay, unemployment, welfare benefits, child support, interest, dividends, alimony, workers compensation, capital gains, third party sick pay, election poll work and housing allowances for clergy.   |
| <b>PART YEAR RESIDENT</b>            | All income earned in Carlisle is fully taxable and reportable, regardless of residency. All income earned while a resident is reportable. Any proration of other city income also results in the same proration of other city credits. If you worked the full year, you can prorate your income by dividing the qualifying wages by 365 and then multiply that by the number of days you were a resident of Carlisle. Remember, you must also prorate the credit.  |
| <b>BUSINESS ENTITIES</b>             | Business entities that are required to file as such must use a Business Income Tax Return, obtainable from our website <a href="http://www.carlisleoh.org">www.carlisleoh.org</a> or the Income Tax Department. Business entities include (but are not limited to) corporations, S-corporations, partnerships, limited liability companies, limited liability partnerships, etc. Individual shareholders should not include any gain or loss from an S-Corp on their individual return.  |
| <b>OPERATING INCOME/LOSSES</b>       | An individual who operates two or more sole proprietorships, rentals or farm income may offset them against each other to arrive at a total reportable net profit or loss. A net loss <u>cannot</u> be used to offset W-2 income or other compensation. Beginning in 2017, losses can be carried forward for 5 years and utilized at a reduced rate. See example on back of return.  |
| <b>SUPPORTING DOCUMENTS</b>          | Documentation is necessary to verify all amounts of taxable or non-taxable incomes, expenses and deductions, as applicable. Page 1 and schedule 1 of the Federal 1040 as well as Federal schedules (C, E, F), W-2's, W-2Gs, 1099's-MISC, etc. are necessary for your return to be accepted.  |
| <b>ESTIMATED TAX</b>                 | 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 15, June 15, September 15 and January 15. Failure to pay estimated taxes may result in an assessment of penalty charges.   |
| <b>EXTENSIONS</b>                    | Taxpayers receiving an extension of time to file the Federal return will receive the same extension for their Carlisle return. <b>A copy of the Federal extension must be included with the Carlisle return to avoid late filing fees.</b> Taxpayers may also request a filing extension directly with the Carlisle tax office before the April tax filing deadline. <b>An extension of time to file is not an extension of time to pay any taxes due.</b> Penalty and interest charges will apply to all payments received after the tax return due date. |
| <b>PENALTY &amp; INTEREST</b>        | Beginning April 16, 2022 the late fees will be as follows:<br><b>Late filing penalty:</b> \$25.00 <b>PER MONTH</b> or fraction of a month up to \$150.00 max.<br><b>Late payment penalty:</b> 15% of tax due, <b>INCLUDING UNDERPAID ESTIMATES.</b><br><b>Late payment interest:</b> 0.42% per month or fraction of a month.   |
| <b>AMENDED RETURNS</b>               | An amended return is needed 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 of any amended Federal Return.   |
| <b>METHOD OF PAYMENT</b>             | Payment in full is required. You may pay by cash, check or money order (payable to Carlisle Income Tax Dept.) or by credit card (Visa, MasterCard and Discover accepted).  |
| <b>DISCLAIMER</b>                    | Information and instructions are a basic overview and does not replace or supersede the Carlisle tax ordinance or Ohio Revised Code.   |

# INSTRUCTIONS FOR COMPLETING YOUR 2021 MUNICIPALITY OF CARLISLE TAX RETURN

ATTACH PAGE 1 AND SCHEDULE 1 OF FEDERAL RETURN

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| <b>HEADING</b>     | Print your name, address, and Social Security number plainly or make needed corrections if already printed. If you have moved, indicate date of move, present address, and old address.   |
| <b>LINE 1</b>      | Add the totals of all W-2's (usually box 5) and attach complete copies of all W2's. Some W2 copies do not include amounts in all boxes, so multiple copies may need to be submitted. Part year residents, see tax information page.   |
| <b>LINE 2</b>      | Enter the total from worksheet A, line 3, which should include all gambling/lottery winnings, 1099 Misc income ( <b>only 1099 Misc that are NOT included on the Federal Schedule C</b> ), executor/director fees and all other sources of income not included elsewhere on this return.   |
| <b>LINE 3</b>      | Enter the total from worksheet B, line 10 on reverse side of tax form. <b>All Federal schedules must be attached.</b>   |
| <b>Line 4</b>      | Total of lines 1, 2, & 3. <b>Losses reported on Line 3 cannot offset taxable income from Lines 1 &amp; 2.</b>   |
| <b>Line 5</b>      | Line 4 multiplied by 1.5%. This is the total Carlisle tax liability amount.   |
| <b>LINES 5A-5D</b> | Credits   |
| <b>5A</b>          | Enter total Carlisle tax withheld. ( <b>EXCLUDING school district income tax</b> )  |
| <b>5B</b>          | Total estimated tax payments that you have paid and credit for prior year overpayments.   |
| <b>5C</b>          | Enter a credit for the total taxes you paid to other cities on the income you have reported on this return. <b>DO NOT ENTER THE ACTUAL AMOUNT OF TAX YOU PAID.</b> You must calculate your credit on the reverse of the tax form (worksheet C). If income has been prorated, credits must also be prorated. Part year residents, see tax information page.  |
| <b>5D</b>          | Add 5A through 5C.  |
| <b>LINE 6</b>      | Subtract line 5D from line 5. If line 5 is greater than line 5D, you have a balance due. <u>Payment in full is due by April 15, 2022.</u>   |
| <b>LINE 7</b>      | If line 5D is greater than line 5, you have an overpayment of tax. Indicate whether or not you prefer to credit this to 2022, or have this overpayment refunded. Allow 90 days for processing of the refund requested. No tax is refunded or credited if the amount is less than \$10.01.   |
| <b>LINE 8</b>      | Penalty & interest will be assessed for any return filed after its due date at the following rate:<br><b>Late filing penalty: \$25.00 PER MONTH</b> or fraction thereof to a max of \$150.00.<br><b>Late payment penalty:</b> 15% of tax amount due and 0.42% interest per month or fraction thereof.<br><b>Underpayment of estimated tax:</b> 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. |
| <b>LINE 9</b>      | Balance due. Line 6 plus line 8D. No payments due if less than \$10.01.   |
| <b>LINE 10</b>     | Total estimated tax due for 2022 (1.50% x Income). Mandatory if liability exceeds \$200.  |
| <b>LINE 11</b>     | Less credits for estimated tax withheld by employers, and prior year credit carried forward.  |
| <b>LINE 12</b>     | Net tax due (line 10 minus line 11). If less than \$200.00, enter 0 – no estimate due.  |
| <b>LINE 13</b>     | 1st quarter taxes are due with the return, which is 25% x line 12. Each subsequent quarterly payments are due on 6/15, 9/15 & 1/15 – Vouchers are available at our web site <a href="http://www.carlisleoh.org">www.carlisleoh.org</a> .  |
| <b>LINE 14</b>     | TOTAL DUE – line 9 plus line 13 – <u>Payment in full is due by April 15, 2022.</u> Make checks payable to Carlisle Tax Department. Credit card payments can be made by calling (937) 746-0556.  |

**SIGNATURE OF TAXPAYER(S) REQUIRED**