

INCOME TAX INFORMATION

GENERAL INFORMATION

Please contact 937-746-0556 for further information.

WHO MUST FILE

All residents 18 years of age and older, except as herein provided, shall, whether or not a tax is due hereon, make and file a return on or before April 15, 2019. 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. If you are retired or have no taxable income, check appropriate box, sign the return and forward to us.

EXEMPTION TO MANDATORY FILING

Taxpayers receiving NO taxable income who are permanently retired or permanently disabled and do not expect to receive income taxable to the Village in the future, may be eligible for a tax filing exemption. Please visit our web site at www.carlisleoh.org for more information.

OPERATING INCOME/LOSSES

Partnerships are reportable on this return when the partnership is located in Carlisle or when the partnership is outside Carlisle, and is not reportable to another municipality that has a tax. 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 cannot be used to offset W-2 income or other compensation. **LOSSES ONLY AS ALLOWED UNDER OHIO REVISED CODE 718.**

DECLARATIONS

First quarter estimated tax due is included on your Carlisle Income Tax Return. Vouchers for 2nd, 3rd and 4th quarter remittances are available on our website www.carlisleoh.org and will reflect the new state mandated due dates.

SUPPORTING DOCUMENTS

Documentation is necessary to verify all amounts of taxable or non-taxable incomes, expenses and deductions, as applicable. Federal schedules (C, E, F), W-2's, W-2Gs, 1099's-MISC, etc. are necessary for your return to be accepted.

AMENDED RETURNS

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.

METHOD OF PAYMENT

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).

BUSINESS ENTITIES

Business entities that are required to file as such must use a Business Income Tax Return, obtainable from our website www.carlisleoh.org or the Income Tax Department. Business entities include (but are not limited to) corporations, S-corporations, partnerships, limited liability companies, limited liability partnerships, etc.

INSTRUCTIONS FOR COMPLETING YOUR 2018 MUNICIPALITY OF CARLISLE TAX RETURN

INCLUDE A COPY OF YOUR FEDERAL 1040, PAGE 1

HEADING	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.
LINE 1	Add the totals of all W-2's (usually box 5) and (Attach all W-2's & 1099's-MISC).
LINE 2	Enter amount of unreimbursed employee business expenses from worksheet A on reverse of return – Subtract line 26 from line 21 ONLY on Schedule A (Include Form 2106 and Schedule A). If wages are allocated between cities, Form 2106 expenses must likewise be allocated, and tax credit reduced accordingly.
Line 3	Line 1 minus line 2.
Line 4	Enter total of other income (or loss as allowed per Ohio Revised Code 718) from worksheet B on reverse of return. Attach all appropriate schedules and documentation. Due to changing tax law, please refer to the Ohio Revised Code 718 for current information regarding allowable net profit losses.
Line 5	Line 3 plus line 4. Losses reported on Line 4 cannot offset W-2 income from line 3.
Line 6	Line 5 multiplied by 1.5%. This is the total Carlisle tax liability amount.
LINE 7	Credits
7A	Enter total Carlisle tax withheld. (EXCLUDING school district income tax)
7B	Total estimated tax payments that you have paid and credit for prior year overpayments.
7C	Enter a credit for the total taxes you paid to other cities on the income you have reported on this return. DO NOT ENTER THE ACTUAL AMOUNT OF TAX YOU PAID. You must calculate your credit on the reverse of the tax form (worksheet C). If income has been prorated, credits must also be prorated.
7D	Add 7A through 7C.
LINE 8	Subtract line 7D from line 6. If line 6 is greater than line 7D, you have a balance due. <u>Payment in full is due by April 15, 2019.</u>
LINE 9	If line 7D is greater than line 6, you have an overpayment of tax. Indicate whether or not you prefer to credit this to 2019, or have this overpayment refunded. Allow 90 days for processing of the refund requested. No tax is due or refunded if the amount is less than \$10.01.
LINE 10	Late payment and/or late filing will result in the assessment of penalty and interest charges. Contact our office for appropriate rates for late filing.
LINE 11	Balance due. Line 8 plus line 10.
LINE 12	Total estimated tax due for 2019 (1.50% x Income). Mandatory if liability exceeds \$200.
LINE 13	Less credits for estimated tax withheld by employers, and prior year credit carried forward.
LINE 14	Net tax due (line 12 minus line 13).
LINE 15	First quarter estimated tax due (1/4 of line 14).
LINE 16	TOTAL DUE – line 11 plus line 15 – <u>Payment in full is due by April 15, 2019.</u> A \$25.00 late filing penalty will be applied to all returns filed after April 15 (if no tax is due).

SIGNATURE OF TAXPAYER(S) REQUIRED