

IMPORTANT NOTICE

A RETURN MUST BE FILED FOR THE YEAR EVEN IF YOU OWE NO TAX.. PENALTY AMOUNTS CAN BE FOUND IN THE VILLAGE OF CADIZ INCOME TAX ORDINANCE OR IN THE RULES AND REGULATION FOUND ON OUR WEBSITE OR IN THE INCOME TAX OFFICE.

Penalties and interest accrue on any unpaid balances in accordance with The Village of Cadiz Income Tax Ordinance (2015-34).

The Income Tax Ordinance, Rules and Regulations, and downloadable forms may be found at: www.villageofcadiz.com or in the Income Tax Office at 128 Court St. Cadiz, Ohio

**LINE-BY-LINE INSTRUCTIONS
VILLAGE OF CADIZ INCOME TAX RETURN**

WHEN AND WHERE TO FILE A TAX RETURN: File on or before April 15 of the next calendar year following the end of a tax year (subject to Federal filing deadlines), with the Income Tax Department; PO Box 352, Cadiz, Ohio 43907 or in the Income Tax Office at 128 Court St. Cadiz, Ohio. All wage earners must file on a calendar year basis. Fiscal year taxpayers shall file on or before the last day of the fourth month following the beginning of their fiscal year.

LINE 1: W2 wages, salaries, tips, employee paid benefits, (such as a cafeteria plan), etc. Filers with no taxable income other than gross wages; salaries, tips and other compensations included in line 1 are required only to complete the appropriate information. Use the highest wage amount from form W-2 (usually Medicare wage in Box 5)

LINE2: A&B-Enter the total income from page 2 and attach federal schedules.

LINE3: Employees who are entitled to deduct expenses on Federal Form 2106 may use those expenses when computing Cadiz Income Tax.

LINE 4: Enter amount subject to Cadiz Income Tax.

LINE 5: Enter the tax computed at 1.00% of taxable income shown on line 4. Multiply taxable income by 0.0100.

LINE 6: A. Enter the total Cadiz tax withheld (Box 19 from W-2).
B. Enter the earned income taxes paid to another Municipality if you are a resident of Cadiz. The credit claimed cannot exceed the amount of tax (1%) which would be due the Village of Cadiz on the same income (also found in Box 19 from W-2)

LINE 7: If line 5 is greater than line 6E, the difference should be entered on Line 7.

LINE 8: If line 6E is greater than line 5, enter difference here which indicates an overpayment. Show whether you want the overpayment credited to your next year's declaration or refunded.

USE LINES 9 & 10 ONLY IF PAYING ESTIMATED TAXES FOR THE NEXT TAX YEAR.

LINE 9: Enter estimated taxable income.

LINE 10: Enter 1% of line 9 or use worksheet below.

LINE 11: Enter total amount enclosed with this return.

DECLARATION OF ESTIMATED TAX

A declaration of estimated tax must be filed if your employer does not withhold a local tax of at least 1.00%.

WORKSHEET:

- 1. Estimated taxable income expected \$ _____
- 2. Municipal income tax (1% of line 1) \$ _____
- 3. Credits \$ _____
- 4. Estimated tax (line 2 less line 3) \$ _____
- 5. INSTALLMENTS:

Total est. tax due (line 4) X 90%. Divide this total by 4. This is your quarterly declaration amount.

_____ X 90%=_____ divided by 4=_____ *
* Enter this amount on line 10 of the tax return.

**GENERAL INSTRUCTIONS
DECLARATION OF ESTIMATED INCOME**

1. PURPOSE OF DECLARATION: The purpose of the Declaration is to enable certain taxpayers as specified in Item 2 below, to estimate their taxable income and to provide a basis for paying the tax quarterly. Such taxpayers must also file an annual return of actual taxable income and pay any balance of tax due. The rate of Cadiz Income Tax is 1.00% of all taxable income.
2. WHO MUST FILE A DECLARATION:
 - A. Every resident of the Village of Cadiz who expects to receive taxable income, wherever earned, from which the Village of Cadiz Income Tax will not be withheld.
 - B. Every non-resident who expects to receive taxable income earned or derived from within the Village, from which the Village of Cadiz Income Tax will not be withheld.
 - C. Every business entity, such as corporations, partnerships, fiduciary of active trusts, unincorporated businesses or professional entities conducting activities or producing income from within the Village of Cadiz.
3. PAYMENT OF ESTIMATED TAX: The estimated tax may be paid in full with the declaration, or in equal quarterly payments on or before April 15, July 15, October 15, & January 15 of the following year. The estimate may be amended at the time of making any quarterly payment. Fiscal year shall substitute the months, which correspond to the months shown above. Checks or Money Orders should be made payable to the Village of Cadiz.
4. VIOLATIONS: Failure of taxpayers to file an estimate may cause the imposition of additional penalties.
5. AMENDMENTS TO DECLARATION: May be made by calling or writing the Village of Cadiz Income Tax Office.

**INSTRUCTIONS FOR PAGE 2 OF INCOME TAX RETURN
USE PAGE 2 FOR BUSINESS INCOME ONLY**

LINE 1: Business Income. This section reflects the use of Schedule X and Y.

**SCHEDULE X—RECONCILIATION WITH FEDERAL INCOME
TAX RETURN.**

Reconciling the Federal Income Tax to the Cadiz Income Tax Return is optional. Should you choose to reconcile the Federal and City return, the Schedule X is provided. The total of items listed in the left hand column are to be added to the Federal net income. The total of items listed in the right hand column are to be deducted from Federal net income. Federal forms that may be reconciled through Schedule X are: 1120, 1120A, 1120S, 1041, Schedule K-1, 1040EZ, 1040, 1040A, Schedule C, and Form 1065. Schedule X can be used only when Federal Adjusted Gross Income is used on Line 4 of the Cadiz Tax Return. Adjusting the Cadiz Return to the Federal Return is optional.

SCHEDULE Y—BUSINESS APPORTIONMENT METHOD

This is the preferred method of reporting business income, however, actual records may be used.

GENERAL INSTRUCTIONS

WHO MUST FILE A TAX RETURN

- (1) Residents of the Village of Cadiz who have not filed an exemption certificate with the Income Tax Office
- (2) Residents of the Village of Cadiz age 18 or over who receive salaries, wages, commissions, and other earned income for work done or services performed or rendered from all sources of income.
- (3) Resident S corporations, corporations, partnerships and unincorporated businesses.
- (4) A credit is allowed to Cadiz residents for the income tax paid to another municipality limited to the amount of tax (1%) that would have been paid to the Village of Cadiz.

NON-RESIDENTS of the Village of Cadiz, who receive salaries, wages, commissions, and other earned income for work done or services performed or rendered within the Village of Cadiz.

- (5) **EMPLOYERS-** On the portion attributable to the Village of Cadiz of the net profits earned during the effective period of this ordinance, of all resident corporations, unincorporated businesses, professions or other entities, derived from sales made, work done, services performed or rendered and business or other activities conducted in the Village of Cadiz.
- (6) **NON-RESIDENT EMPLOYERS-** On the portion attributable to the Village of Cadiz of the federal adjusted taxable income earned during the effective of this ordinance of all non-resident corporations, unincorporated businesses, professions or other entities, derived from sales made, work done or services performed or rendered and business or other activities conducted in the Village of Cadiz whether or not such corporations or unincorporated business entities have an office of place of business in the Village of Cadiz.

RECORDS TO BE MAINTAINED

All taxpayers subject to the Cadiz Income Tax shall keep and maintain an accurate record of all information pertinent to their village tax liability. This information shall be kept for five (5) years from the date this return is filed or the withholding taxes are paid.

RENTAL INCOME

- (1) Residents have Rental Property located in or outside the Village of Cadiz must file a tax return. However, the tax is computed on the net income only, after allowance for depreciation, real estate taxes, repairs, insurance, etc.
- (2) Non-Residents having rental property situated within the Village of Cadiz must file a tax return. However, the tax is computed on the net income only after allowance for depreciation, real estate taxes, repairs, insurance, etc.

EXEMPT INCOME:

Pensions, Social Security, Unemployment, Interest, Dividends, Capital Gains, Military Pay, Welfare, Insurance Benefits, Alimony, Child Support, earnings to those under 18 are not subject to the tax.

ADJUSTMENTS TO INCOME:

Allowable Deductions:

- (a) Unreimbursed Employee Business Expenses (Federal Schedule 2106). When used in actual performance of employment (i.e. Truck Driver, Traveling Salesman). Federal Schedule A must be attached for verification. See line-by-line instructions.

Not Allowable Deductions:

- (a) Deferred compensation such as 401 K, IRA Keogh and pension plans and cafeteria plans.

ATTACHMENTS ARE REQUIRED TO ALL RETURNS W-2's—NO EXCEPTIONS

Federal Schedules or 1099's of income included with return.

The return is not complete and cannot be filed unless this source data is provided.

TIME AND PLACE FOR FILING

- (A) Calendar year taxpayer- file between January 1 and April 15 of this year (subject to Federal filing guidelines).
- (B) Fiscal year taxpayer- file on or before 4 months after the fiscal year end.
- (C) Where to file:

Physical Address:

VILLAGE OF CADIZ
INCOME TAX DEPT
128 COURT ST.
CADIZ, OHIO 43907

Mailing Address:

VILLAGE OF CADIZ
INCOME TAX DEPT
PO BOX 352
CADIZ, OHIO 43907

Office Hours:

7:30 am-5:30 pm
Monday-Thursday
PH: 740/942-8844 Ext 227

EXTENSION OF TIME TO FILE

If you wish to have an extension of time to file, you must do either of the following by April 15:

- (A) Send in a copy of the extension request that was filed with the Internal Revenue Service.
- (B) Send in a written request to this office. If you wish confirmation, enclose a self-addressed stamped envelope with the request.

NOTE: An extension grants additional time to file a tax return; it does not extend the time to pay any tax that is due. Payment of such tax should be included with the extension request to ensure approval of such request.

DECLARATION OF ESTIMATED TAX

A declaration of estimated tax must be filed if your employer does not withhold a local tax of at least 1.00%.

ATTACH ALL W-2'S, 1099'S OR FEDERAL SCHEDULES USED IN PREPARING THIS RETURN.

YOU MUST SIGN AND DATE THE RETURN