

AMBERLEY VILLAGE
INDIVIDUAL INCOME TAX RETURN INSTRUCTIONS

7149 Ridge Road
Cincinnati, OH 45237
(513) 531-0130 Phone
(513) 531-8154 Fax
www.amberleyvillage.org

A COPY OF PAGE ONE OF YOUR FEDERAL FORM 1040 MUST BE ATTACHED TO THIS RETURN.

- Line #1:** Enter the total Qualifying Wages from all of your W-2's on this line. Qualifying Wages generally include amounts reported in the Medicare wage box (the amount in Box 5 on the W-2) plus supplemental unemployment compensation benefits described in Section 3402(0)(2) of the Internal Revenue Code.
- Line #2:** Enter income from sources other than W-2 forms and any deductions being claimed. See Lines 13-21 to determine applicability.
- Line #3:** Enter wages paid to Household Employees - see Schedule H on the back of the return form.
- Line #4:** Enter sum of lines 1, 2 & 3.
- Line #5:** Multiply line 4 by 2% (.02). This is your tax liability for this Tax Year.
- Line #6A:** Enter taxes withheld for Amberley Village by employer(s). The amount should be located in box 19 of the W-2. If the W-2 does not indicate the local taxing city(ies), you must request this information from the employer. City credit will be DISALLOWED if local taxing city(ies) are not identified.
- Line #6B:** Indicate any estimated payments made directly to Amberley Village for this Tax Year .
- Line #6C:** Enter taxes withheld for other cities by the employer(s). Credit is permitted for taxes withheld up to 2% (.02) of the portion of income taxed by the other municipality.
- Line #6D:** Enter any credit received or requested from your previous year's Amberley Village return .
- Line #6E:** Enter sum of lines 6A, 6B, 6C & 6D.
- Line #7:** If line 5 is greater than line 6E, enter the difference on this line. If the sum is one dollar (\$1.00) or more, this is the outstanding tax balance for this tax year. **Full payment must be received on or before April 15th of the year following for which this return is made.** Any tax remaining unpaid after the due date is subject to interest and penalties per Village Ordinance. If paying by check, make it payable to "Amberley Village Income Tax". If paying by Mastercard/Visa, please check box below line #12 on this form and complete credit card section on the reverse side of this form.
- Line #8:** If line 6E is greater than line 5, you have an overpayment. If it is one dollar (\$1.00) or more, please indicate if the amount is to be refunded or credited toward next year's estimate.
- Declaration of Estimated Tax** - This section must be completed if your anticipated income is not subject to withholding by your employer.
- Line #9** Enter estimated income on the first line and multiply it by 2% (.02) and enter that amount on the second line.
- Line #10A:** Enter estimated Amberley Village tax to be withheld .
- Line #10B:** Enter the estimated taxes to be withheld for other cities. Credit is permitted for taxes withheld up to 2% (.02) of the portion of income taxed by the other municipality.
- Line #10C:** Enter any estimated credit received or requested from the top section of this return (Line #8).
- Line #10D:** Enter sum of lines 10A, 10B & 10C.
- Line #11:** Subtract line 10D from line 9 and enter the difference on this line. This is your total estimated tax due for this tax year.
- Line #12:** Enter your tax due (from line 11 above) on the first line and enter 1/4 of your estimated tax due (from line 11 above) on the second line. Enter the total of these two lines in the box at the far right. This is your total balance due with this return. **Full payment must be received on or before 15th of the year following for which this return is made.** Any tax remaining unpaid after the due date is subject to interest and penalties

per Village Ordinance. If paying by check, make it payable to "Amberley Village Income Tax". If paying by Mastercard/Visa. Please check the box at the top of your return and complete the credit card section on the reverse side of your return.

Signatures - Be sure to sign your return and have this signed by your tax practitioner. Also indicate if you would like to authorize us to discuss this return with your tax practitioner .

SIDE TWO OF RETURN FORM

Line #13: Enter any taxable income that has not been reported on a W-2. Interest, dividends, capital gains, pensions, and unemployment are not taxable.

Line #14: Enter the Net Profit/Loss from a business. Federal Schedule "C" must be attached.

Line #15: Enter the Net Profit/Loss from Rental Property and/or Partnership(s). Federal Schedule "E" and any related statements must be attached.

Line #16: Enter the sum of lines 14&15.

Line #17: Enter any prior loss carry forward from a previously filed Amberley Village returns. Losses that have been exhausted against prior profits may not be used.

Line #18: Subtract line 17 from line 16. If the result is a loss, enter the loss on this line. **This loss is NOT PERMITTED to be a deduction against W-2 or Schedule H Income.** Losses may be applied against the portion of the profit of succeeding year(s) allocated to the Village until exhausted, but in no event for more than five (5) taxable years.

Line #19: If the calculation on Line 18 (Line 16 minus Line 17) results in a Net Gain, then enter this amount on this line.

Line #20A • #20C

Deductions that may be taken against taxable income include: 2106 Employee Business Expenses and Part Year Residency (please contact the income tax office for items not listed).

Business Expense - all Federal Form 2106 Employee Business Expenses must be adjusted to the portion of taxes paid directly to Amberley Village. For example, if a portion of the qualifying wages for which expenses are being claimed against were taxed and paid to another city - we are required to reduce the allowable tax credit for that city by the available credit. Form 2106 must be attached and supporting schedules and/or receipts must be furnished upon request or deduction will be disallowed .

Part-Year Residents - A deduction is allowed for part of the qualifying wages that was earned prior to moving into or after moving out of Amberley Village. An exact move-in/move-out date must be provided on the return to allow the deduction. If those wages is specific to a particular W-2, please clearly mark the applicable W-2 or attach a pay stub or a letter from the employer to verify the actual amount. If the actual amount cannot be determined, the income must be pro-rated based on the number of months NOT in Amberley Village.

To calculate an income deduction. take the qualifying wages multiplied by the number of months outside of Amberley Village, and divide that number by 12 months. This figure is the wage deduction. Enter this figure on line 20A or B.

To calculate a credit deduction. take the tax withheld (Box 19) divided by the municipality's tax rate - this equals the portion of income taxed. Take that income multiplied by 2% (.02) to equal the allowable credit. Multiply the allowable credit by the months outside of Amberley Village, then divide it by 12 months to equal the prorated credit deduction. This amount needs to be deducted from the allowable credit on that W-2. This is the amount to be included on line 6C .

Enter the sum of lines 20A and 208 on line #20C .

Line #21: Enter the sum of lines 13 and 19, then subtract line 20C. This amount is to be carried to the front side of the return on line 2.

Complete Schedule H If you have household employees. Attach a copy of the Federal Schedule H. List name, social security number, and wages for each employee in the space provided or attach copy of employee's W2.

Complete the Credit Card section if you would like to pay your taxes by Mastercard or Visa.