

TO BE COMPLETED BY THOSE WHO HAVE TAXABLE INCOME OTHER THAN WAGES OR WHO CLAIM EXPENSES AS A DEDUCTION FROM SUCH WAGES.

- 13. TAXABLE INCOME NOT REPORTED UPON A W-2 FORM: ATTACH COPY APPROPRIATE FEDERAL INCOME REPORTING FORM(S) ..... \$ \_\_\_\_\_
- 14. NET PROFIT (LOSS) FROM PROFESSION AND / OR BUSINESS OPERATION(S): ATTACH FEDERAL SCHEDULE C ..... \$ \_\_\_\_\_
- 15. NET PROFIT (LOSS) FROM RENTAL PROPERTY AND / OR PARTNERSHIP(S): ATTACH FEDERAL SCHEDULE E ..... \$ \_\_\_\_\_
- 16. TOTAL NET PROFIT (LOSS) FROM BUSINESS ACTIVITIES: LINE 14 PLUS LINE 15 ..... \$ \_\_\_\_\_
- 17. BUSINESS LOSS TOTAL FROM PREVIOUS TAX RETURNS: LIMITED TO THREE (3) PRIOR YEARS ..... \$ ( \_\_\_\_\_ )
- 18A. SUBTRACT LINE 17 FROM LINE 16: IF RESULT IS A LOSS LIST ON THIS LINE FOR FUTURE CARRY FORWARD ..... \$ ( \_\_\_\_\_ )  
(NOTE: Losses from business activities MAY NOT be used as a deduction from wage / salary type earnings)
- 18B. IF THE CALCULATION ON LINE 18A (LINE 16 MINUS LINE 17) RESULTS IN A GAIN, LIST THE AMOUNT ON THIS LINE ..... \$ \_\_\_\_\_
- 19. DEDUCTIONS AND NON-TAXABLE INCOME: SEE INSTRUCTIONS FOR DETAILS
  - A. DEDUCTIBLE EXPENSES: ATTACH FEDERAL SCHEDULE(S) 2106 AND/OR 3903 ..... \$ \_\_\_\_\_
  - B. NON-TAXABLE INCOME: \_\_\_\_\_ \$ \_\_\_\_\_
  - C. TOTAL DEDUCTIONS AND / OR NON-TAXABLE INCOME: LINE 19A PLUS LINE 19B ..... \$ ( \_\_\_\_\_ )
- 20. TOTAL OTHER TAXABLE INCOME OR DEDUCTIONS: LINE 13 PLUS LINE 18B MINUS LINE 19C (ALSO ENTER THIS TOTAL ON LINE 2) ..... \$ \_\_\_\_\_

**INSTRUCTIONS**

All Sharonville residents are required by City Ordinance to file a City of Sharonville tax return each year, on or before April 30th, whether or not tax is due. However, the Tax Commissioner may only require completion of a questionnaire for those residents with no taxable income.

TAXABLE INCOME includes but is not limited to: gross wages, salaries, tips, commissions and other compensation including sick pay, vacation pay, supplemental unemployment benefits paid by the employer (SUB PAY), severance pay, settlements, income from wage continuation plans (includes retirement incentive plans and buyouts), contributions made by or on behalf of employees to a tax deferred annuity plan (e.g. 401K plans), cafeteria plans, bonuses, directors fees, fringe benefits (e.g. car allowance), disability pay if received as a benefit from employment (includes third party plans), stock options as indicated by amount on W-2, gambling winnings as reported on Form W-2G and/or Form 5754 and net profits from profession and/or business operations, rental property, partnerships, enterprise or other business activity.

NON-TAXABLE INCOME includes: interest, dividends, military pay and allowances, Social Security benefits, welfare benefits, unemployment insurance benefits, workers' compensation, pensions, proceeds from qualified retirement plans as defined by the IRS, capital gains, royalties (if derived from intangible property), alimony, and income specifically prohibited from taxation.

LINE 1. List the grand total of all gross taxable income from all W-2 forms for the tax year. Each W-2 form should be examined in all wage areas for the highest wages received. Income taxable by the city may differ from income taxed by the IRS. ATTACH ALL W-2 FORMS. PAGE ONE OF THE APPLICABLE FEDERAL FORM (e.g. 1040, 1040A, 1040EZ) AND FEDERAL SCHEDULES FROM FORM 1040 FOR INCOME ON LINES 12, 17, 18 AND 21 OF FEDERAL FORM 1040, IF ANY.

LINE 5C. Credit for taxes withheld/paid to other municipalities is available only to residents of the City of Sharonville and is limited to 1% of the amount of income on which tax was withheld. If only a portion of a Sharonville resident's income is taxed by the municipality of employment, the untaxed balance of the income is subject to the 1% City of Sharonville tax. Compute the tax credit for each W-2. Insert the total of those tax credits on Line 5C. If taxes are paid directly to another municipality rather than withheld, verification must accompany this return. NO CREDIT IS GIVEN FOR COUNTY TAXES PAID.

LINE 6A. If the BALANCE DUE is one dollar or more, full payment must be received on or before the due date.

LINE 6B. Any tax remaining unpaid after the date due is subject to interest of six-tenths of one (0.6%) percent per month or fraction thereof and is subject to penalty charges of the higher of twenty-five (\$25.00) dollars or one (1%) percent per month or fraction thereof as prescribed by ordinance.

LINES 8 through 11 are required to be completed and estimated taxes paid by every person who anticipates any taxable income from wages, which are not subject to withholding, gambling winnings or who engages in any business, profession, enterprise, or other activity. Taxpayers who do not meet the payment requirements are subject to interest and penalty charges as prescribed by ordinance. SEE PAYMENT CALENDAR BELOW. NOTE: THE CITY OF SHARONVILLE TAX RATE (AND CREDIT RATE IS 1.5% EFFECTIVE 01/01/2002.

LINE 13. Enter income from such items as non-employee income listed on a 1099 form, sales commissions, fees, gambling winnings and other taxable income. Any amount received from the sale of depreciable property is taxed to the extent of depreciation taken. ATTACH FEDERAL FORM 4797.

LINE 19A. Enter employment expenses included in Line 1. Applicable only if tax paid to City of Sharonville. Be sure to attach Federal Form 2106. Moving expense deduction may not be used unless reimbursement is included in Line 1. ATTACH FEDERAL FORM 3903.

LINE 19B. Income may be pro-rated for residents who move into or from the City of Sharonville during the year for which this return is filed. It is also necessary to pro-rate any credit claimed for municipal tax withheld or paid.

EXTENSION POLICY: Extension requests for filing must be made in writing and received on or before the date due for filing the return.

NOTE: Unless accompanied by payment of the balance of the 2001 tax declared due (Line 6C) and at least 1/4 of the estimated tax due for 2002 (Line 11), this form is not a legal final return or declaration.

**TAX RETURN FILING AND PAYMENT CALENDAR**

ON OR BEFORE  
APRIL 30, 2002  
FILE 2001 TAX RETURN  
PAY ANY TAX DUE PLUS  
1/4 2002 TAX ESTIMATE

ON OR BEFORE  
JULY 31, 2002  
PAY 2nd QUARTER  
2002 TAX ESTIMATE

ON OR BEFORE  
OCTOBER 31, 2002  
PAY 3rd QUARTER  
2002 TAX ESTIMATE

ON OR BEFORE  
JANUARY 31, 2003  
PAY 4th QUARTER  
2002 TAX ESTIMATE

ON OR BEFORE  
APRIL 30, 2003  
FILE 2002 TAX RETURN  
PAY ANY TAX DUE PLUS  
1/4 2003 TAX ESTIMATE