

12. TAXABLE INCOME NOT REPORTED UPON A W-2 FORM: ATTACH COPY APPROPRIATE FEDERAL INCOME REPORTING FORM(S) \$ _____

13. NET PROFIT(S) (LOSS) FROM PROFESSIONAL AND/OR BUSINESS OPERATION(S) ATTACH FEDERAL SCHEDULE C: \$ _____

14. NET PROFIT(S) (LOSS) FROM RENTAL PROPERTY AND/OR PARTNERSHIP(S) ATTACH FEDERAL SCHEDULE E \$ _____

15. TOTAL NET PROFITS (LOSSES) FROM BUSINESS ACTIVITIES: LINE 13 PLUS LINE 14 \$ _____

IF A LOSS ENTER - 0 -

16. LOSSES FROM BUSINESS, RENTAL PROPERTY OR PASSIVE ACTIVITIES MAY NOT BE USED TO OFFSET WAGES OR \$ (_____)
 OTHER EARNED INCOME. UNUSED LOSSES MAY NOT BE CARRIED TO OTHER TAX YEARS

17. SUBTRACT LINE 16 FROM LINE 15. IF RESULT IS A LOSS LIST ON THIS LINE \$ (_____)
 (NOTE: Losses from business, rental property or passive activities may not be used to offset wages or other earned income. Unused losses may not be carried to other tax years.)

18. IF THE CALCULATION ON LINE 17 (LINE 15 MINUS LINE 16) RESULTS IN A NET GAIN LIST THE AMOUNT ON THIS LINE \$ _____

19. DEDUCTIONS AND NON-TAXABLE INCOME. SEE INSTRUCTIONS FOR DETAILS (ATTACH FEDERAL FORM 2106 OR OTHER STATEMENT)

A. _____ \$ _____

B. _____ \$ _____

C. TOTAL DEDUCTIONS AND/OR NON-TAXABLE INCOME LINE 19A PLUS LINE 19B \$ (_____)

20. TOTAL OTHER TAXABLE INCOME OR DEDUCTIONS LINE 12 PLUS LINE 18 MINUS LINE 19C (ALSO ENTER THIS TOTAL ON LINE 2) \$ _____

FILING INSTRUCTIONS

All Golf Manor residents, landlords and business owners are required by City Ordinance to file a city tax return each year, on or before April 30th, WHETHER OR NOT TAX IS DUE. Retired residents without taxable income may simply complete the section in the upper left portion of the return. Be sure to sign the tax return.

TAXABLE INCOME is all gross wages, salaries and other compensation received and the net profits from the operation of a business, profession or other activity. Taxable income includes sick pay, vacation pay, unemployment benefits, deferred compensation (401k, stock options, etc.), tips, bonuses, profit sharing, severance pay, gambling winnings and insurance premium payments by employers shown on the W-2.

NON-TAXABLE INCOME: Interest dividends, capital gains, social security and other retirement pension benefits are not taxable by the city.

ONLY a married couple may use one tax return for meeting the filing requirements of the tax ordinance. The income may be combined and listed on lines 1 and 2 and any previous year tax overpayment and estimated tax payments may be applied jointly.

LINE #1 is to be the grand total of all gross compensation from all W-2 forms for the tax year. Each W-2 form should be examined in all wage areas; Federal, State, Social Security and Local for the highest wages received income taxable by the city may differ from income taxed by IRS. BE SURE TO ATTACH ALL W-2 FORMS WHEN FILING. If you wish the forms returned, please advise when filing.

LINE #5A is to be used for reporting taxes withheld by your employer(s) specifically for the Village of Golf Manor. If your place of employment is not in Golf Manor or in a non-taxing location, any taxes withheld from your wages by your employer(s) will be for the city or cities in which you actually work. Your W-2 form(s) should identify the local taxing city, if it does not request this information of your employer.

LINE #5C is to be used for listing the tax credit for taxes withheld from wages by your employer(s) for cities OTHER THAN GOLF MANOR. You are permitted to take a tax credit for such other city taxes withheld of up to 1.7% of the wages taxed by the other municipality where you actually worked. This credit is limited to the Golf Manor tax rate because none of these taxes are received by Golf Manor, they remain with the city to which they have been paid by your employer(s). EXAMPLES: If city tax has been withheld by the employer at a rate of 1% on all W-2 gross wages for the City of Springdale, the Golf Manor taxpayer is allowed full credit for the Springdale taxes paid, and would be liable for additional tax to Golf Manor for the Difference in the tax rates between the two cities, or additional tax on the gross wages of .7%. If however, the employer withholds tax for a city with a 2.1% tax rate, Cincinnati as example, and the gross wages upon the W-2 form is taxed at that 2.1% rate, the taxpayer would owe NO tax to Golf Manor because of the available credit of 1.7% of the earnings has been taxed by another city. The excess .4% tax paid in this case MAY NOT be used to offset other taxable income. THE TAX CREDIT CALCULATION FOR TAXES WITHHELD FOR ANOTHER CITY IS TO BE MADE FOR EACH SEPARATE W-2 EARNINGS PER LOCALITY.

LINE #6 TAX DUE: If by making this calculation the sum on this line is one dollar or more, full payment must be received on or before the due date. Any tax remaining unpaid after the date due is subject to interest and penalty charges as prescribed by ordinance. If the tax has been overpaid Line #7, and you wish a tax refund please allow at least 120 days from the date of filing the return for payment.

LINE #8 THRU 11 are required to be completed. One fourth (1/4) of the total estimated tax due on line 10 must be paid at the time of filing - No later than April 30.

LINE #12 is for reporting such items as non-employee income listed on a 1099 form, sales commissions, fees and other taxable income Line #13 through 17 are for reporting profits or losses from the business activities listed. BUSINESS LOSSES MAY NOT BE USED AS A DEDUCTION AGAINST WAGE EARNINGS. READABLE COPIES OF ALL SUPPORTING FORMS AND SCHEDULES MUST BE ATTACHED BEFORE ANY ITEM WILL BE CONSIDERED AS APPLICABLE TO THIS TAX RETURN.

LINE #19. DEDUCTIONS AND NON-TAXABLE INCOME: this line is for use by those claiming employee business expenses as a deduction from earnings. This deduction will be permitted ONLY when accompanied by a copy of a properly completed Federal 2106 Expense form. A copy of the taxpayers 1040 Federal tax return MAY be requested. Contributions made to an Individual Retirement Account (IRA), Simplified Employee Pension (SEP), KEOGH (HR 10) Retirement Plan or DEFERRED INCOME are NOT ALLOWED DEDUCTIONS ON A CITY RETURN. City tax is due and payable in the year of the contribution BUT the benefit, when received is not taxable.

EXTENSIONS - Requests for extensions must be submitted in writing to the Golf Manor Tax Bureau by the due date of the return, April 30. Extensions received after the due date will not be approved. The request must state the requested extension date and must be signed by the taxpayer or the taxpayer's agent. Extensions may only be granted up to one month beyond the extension date requested of the IRS for the filing of the Federal Income Tax Return. An extension to file is NOT an extension to pay. To receive a copy of the approved extension enclose a self-addressed stamped envelope with your request. Payment of the tax due must be made by the Filing date, April 30, to avoid assessment of penalty and interest.

NOTE: IN ORDER TO BE CONSIDERED A LEGAL TAX RETURN THE TAX DUE (LINE 6) AND AT LEAST 1/4TH OF THE ESTIMATED TAX (LINE 10) MUST BE PAID IN FULL.

TAX RETURN FILING AND PAYMENT CALENDAR

ON OR BEFORE APRIL 30, File Declaration with 1/4th payment	ON OR BEFORE JUNE 30, Make 2nd quarterly payment	ON OR BEFORE SEPT. 30, Make 3rd quarterly payment	ON OR BEFORE JAN. 30, Make 4th quarterly payment	ON OR BEFORE APRIL 30, File return. Pay quarterly payment
---	---	--	---	--