

IMPORTANT NOTICE

A RETURN MUST BE FILED FOR THE YEAR EVEN IF YOU OWE NO TAX. A FINE UNDER (ORDINANCE NO. 15-006, SECTION 99, VIOLATIONS-PENALTIES). ANY PERSON WHO VIOLATES ANY OF THE PROVISIONS OF SECTION 99, SHALL BE GUILTY OF A MISDEMEANOR AND SHALL BE FINED NOT MORE THAN ONE THOUSAND DOLLARS (\$1000.00) FOR EACH OFFENSE

Penalties and interest accrue on any unpaid balances in accordance with the Village of Scio Income Tax Ordinance (15-006) and Resolution No.(90-786) and Ordinance No. (18-004) Ohio Revised Code (718.80 through 718.95).

LINE BY LINE INSTRUCTIONS VILLAGE OF SCIO INCOME TAX YEARLY RETURN

WHEN AND WHERE TO FILE A TAX RETURN: File on or before April 30, of the next calendar year following the end of a tax year, with the Income Tax Department: P. O. Box 308 Scio, Ohio 43988 or in the Income Tax Office at 210 E Main St., Scio, Ohio 43988. 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 end of their fiscal year.

LINE 1: W-2 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, including 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)**

LINE 2: A & B, Enter the total income from page 2 and attach Federal Schedules. (Schedules C and Schedule E). Etc.

LINE 3: Employees who are entitled to deduct expenses on Federal Form 2106 may use those expenses when computing Scio Income Tax.

LINE 4: Enter amount subject to Scio 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 Scio Tax withheld (Box 19 from W-2).
B. Enter the earned income taxes paid to another city or village (**not to exceed 1% of each W-2**).
C. Amount of estimated payments made during the year.
D. Amount brought forward from a previous return.
E. Total Credits

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 LINE 9 AND 10 ONLY IF PAYING ESTIMATED TAXES FOR THE NEXT TAX YEAR.

LINE 9: Enter estimated taxable income.

LINE10: 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 \$ _____
5. INSTALLMENTS: \$ _____

Total Estimated 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 INSTRUCTION
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 of tax due. The rate of Scio Income Tax is 1.00% of all taxable income.
2. **WHO MUST FILE DECLARATION:**
 - A. Every resident of the Village of Scio who expects to receive taxable income, wherever earned, from which the Village of Scio 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 Scio Income Tax will not be withheld.
 - C. Every business entities, such as corporation, partnerships, Fiduciary of active trust, unincorporated businesses or Professional Entities conducting activities or producing income from within the Village of Scio, (reference HB49, Ohio Revised Code: 718.80 through 718.90), if so elected.
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 30, July 31, October 31, and January 31, of the following year. The estimate may be amended at the time of making any quarterly payments. Fiscal year shall substitute the months, which correspond to the months shown above. Check or Money Order should be made payable to the Village of Scio.
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 Scio, 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 Scio Income Tax 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, 1040Z, 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 Scio Tax Return. Adjusting the Scio 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.