

**CITY OF MORAINE 2012
INDIVIDUAL INCOME TAX RETURN INSTRUCTIONS**

Office Phone: (937) 535-1026 Website: www.ci.moraine.oh.us

Mail to: 4200 Dryden Rd, Moraine, OH 45439

This form is to be used by individuals who receive income reported on federal forms W-2, 1099-MISC, or schedules C, E, F, or K-1. Individuals who file as Sole Proprietors or Single Member LLC's should also use this form. Please send us a copy of all federal forms used to compute your local tax.

General Instructions:

1. If you received a pre-printed form containing incorrect information, make the necessary corrections to the form. If the form is not pre-printed, please enter the information in the spaces provided for name, address and SSN number.
2. If you moved in or out of the city during the year, enter the date. Complete the box that pertains to the filing of a city return in the previous year and whether or not the account should be inactivated. If your account should be inactivated, provide an explanation.
3. Extensions may, upon request, be granted for filing of the annual return provided an IRS extension has been secured. Extension requests must be submitted in writing and received by the tax office on or before April 15, 2013. Extension requests may be denied if the taxpayer fails to file a timely request, fails to file a copy of the federal extension request, owes any delinquent tax, penalty, interest, assessments or has failed to file any required return report or other related documents. The granting of an extension does not extend the due date for paying the tax without penalty and interest unless the City grants an extension of that date.

Part A –TAX CALCULATION

LINE 1: Enter the total wage from Worksheet A, Box 1a. If you are a partial year resident, report only the wages paid while living in Moraine on Worksheet A. For example, using the wages from Box 5 on your W-2, divide by 12 then multiply that number by the months you were a resident. If you prorate your income, you must also prorate any city tax that was withheld for another city on the same income. Be sure to include a worksheet showing your calculation along with a copy of the W-2. Residency pro-rating only applies if the income was **not** earned within the City of Moraine. Pay statements showing year to date wages and tax withheld at the time of your move may be submitted if available.

LINE 2: Enter the amount of non-reimbursed employee business expenses. You must include a copy of Federal Form 2106 or 2106EZ to support the deduction. These expenses are recouped first from the city of employment and secondly from Moraine.

LINE 3: Line 1 minus Line 2.

Complete Worksheet B Business Income or Loss.

The Schedule Y- Business Apportionment Formula, on page 2 Worksheet B is used to determine the income taxable to the City of Moraine by multiplying the Moraine percentage indicated by the net profits from Schedules C, E, F, K-1 or 1099.

The apportionment worksheet is used when the income was earned in more than one city. **(If 100% of the income was earned in Moraine the apportionment worksheet is not needed.)**

Schedule C- Business Income: Combine the profits and losses from all businesses reported on Schedule C. Multiply net profits by the apportionment percentage derived on Schedule Y to determine the Moraine Taxable Income / (Loss).

Schedule E-Rental Income: Moraine residents report **all** profits or losses from rental property even if the property is not located in Moraine. Nonresidents of Moraine report profits or losses only from properties located within Moraine.

Schedule E-Flow-through Profits or Losses: The tax is levied on the partners, members or other owners of a flow-through entity excluding S-Corporations. Businesses operating in Moraine are required to report their portion of Net Profit in Moraine and remit the tax on behalf of all their partners. Residents of Moraine are to report their distributive shares of income or loss that was not withheld on by the business.

Other Income: Please provide documentation such as copies of federal schedules or Forms 1099-MISC not already reported on Schedule C. Also taxable are all prizes, awards and income derived from gaming, wagering, lotteries or schemes of chance by residents, regardless of where derived or by non-residents from sources in the municipality and as reported on IRS Form W-2G, IRS Form 5754 or any other form required by the Internal Revenue Service to report such prizes, awards and income, if the amount is \$5,000 or more. (1099s reporting interest, dividends & retirement income are **NOT** taxable.)

NOL Carryforward: Enter the amount of net operating losses apportioned to Moraine. Operating losses may be carried forward for a maximum period of five (5) tax years. *A copy of the federal schedule is **required** to support the carry-forward operating losses claimed on the return.*

LINE 4: Total Income / (Loss): Add all the profits and deduct the losses in the Moraine Taxable Income column from Worksheet B, Box 6. Enter on page 1, Part A, Line 4.

LINE 5: Line 3 plus or minus Line 4. (Losses may not be used to offset W-2 income from Line 3)

LINE 6: Multiply Line 5 by 2.0% (.020)

LINE 7a: Enter the amount of Moraine Tax withheld by employers, page 2, Worksheet A, Box 1b.

LINE 7b: Enter the amount of taxes withheld for or paid to another city, page 2, Worksheet A, Box 1c. Residents of the City of Moraine may claim taxes paid to another city up to 2.0% of the Qualifying Wages reported on each W-2. Credit is limited to the local tax rate used (2.0% or less) multiplied by the Qualifying Wages. (Provide documentation in the form of W-2s)

****County earnings taxes and school district income taxes do not qualify for a municipal tax credit****

LINE 7c: Enter the amount of estimated tax payments including any amounts paid with an extension. The total of the quarterly estimates should equal 100% of the prior year's tax or 70% of the current year's tax.

LINE 8: Add Lines 7a, 7b and 7c.

LINE 9: If Line 6 is greater than Line 8, enter the tax due. Amounts less than \$1.00 are not payable.

LINE 10: If Line 8 is greater than Line 6, enter the overpayment.

LINE 10a: Enter the amount to be refunded. Amounts less than \$1.00 will not be refunded.

LINE 10b: Enter the amount to be credited to the tax year 2013 estimated tax liability.

Part B - Declaration of Estimated Tax for 2013

The taxpayer shall base the estimated tax on the preceding full year's tax liability, or on the preceding three-month period, annualized for the remainder of the year, and updating this estimate by amendment as necessary each succeeding three-month period so that at least 70 percent of the annual Moraine tax liability to be ultimately determined shall have been paid by estimate within one month following the close of each such period so applicable.

LINE 11: Enter the amount of estimated income for 2013. Multiply by 2.0%, then enter the total tax due for 2013

LINE 12: Enter the total of Moraine and other allowable municipal taxes, estimated to be withheld from wages.

LINE 13: Line 11 minus Line 12

LINE 14: Enter the amount of credits from Line 10b.

LINE 15: Enter and remit the net estimated tax due if Line 13 minus Line 14 is greater than zero.

LINE 16: The total estimated tax on Line 15 divided by 4 is the estimated tax due. The first of four quarterly estimated tax payments is due with this return. Subsequent estimated payments are due by the 15th day of the July, October, and January after the beginning of the taxable year. Enter and remit the amount of estimated tax for the first quarter.

LINE 17: TOTAL AMOUNT DUE WITH RETURN -Combine Line 9 and Line 16

Make checks payable to: **City of Moraine**

Mail to: **4200 Dryden Rd, Moraine, OH 45439**

The 2012 Income Tax Returns are due by: **April 15, 2013**

City of Moraine
 Income Tax Division
 4200 Dryden Rd
 Moraine, Oh 45439
 Phone: (937) 535-1026
 Fax: (937) 535-1275
 Website: www.ci.moraine.oh.us

2012 Individual Tax Return MORaine

Fiscal Period _____ TO _____

**Calendar Year Taxpayers file on or before April 15th
 Fiscal Year Due on 15th Day of 4th Month After Year End**

(A copy of the federal extension must be filed with city before due date.)

This space is for official use only

<p style="text-align: center;">Account Number: _____</p> <p>Name and Address</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p style="font-size: small;">IF INFORMATION ABOVE IS INCORRECT, PLEASE MAKE CORRECTIONS</p>	<p>Primary SSN _____ - ____ - _____</p> <p>Joint SSN _____ - ____ - _____</p> <p>Phone # _____</p> <p><u>Partial Year Resident</u></p> <p>From _____ to _____</p> <p>Did You File a Return Last Year? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
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Part A	Tax Calculation	Should your account be inactivated?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	1. Total Qualifying Wages (Attach W-2 Forms) Enter total from pg. 2, Worksheet A, box 1a			
	2. Employee Business Deductions (Attach Form 2106).....			
	3. Taxable Wages (Line 1 minus Line 2).....			
	4. Other Income or (Loss) From gambling income (over \$5000), Federal Schedules C, E, F, K-1, 1099-MISC (See Worksheet B Line 6) (Attach copies of all Federal Schedules)			
	5. Moraine Taxable Income (Line 3 plus Line 4).... (Losses on Line 4 do not offset W-2 Income from Line 3) ...			
	6. Moraine Income Tax (Multiply Line 5 by 2.0% [.020]).....			
7 a.	Moraine Tax Withheld (Enter total from pg. 2, Worksheet A, box 1b)....	\$		
7 b.	Other City Taxes Withheld- Credit not to exceed 2% for each W-2 (Enter total from pg. 2, Worksheet A, box 1c).....	\$		
7 c.	Estimates Paid (including credit from previous year).....	\$		
8.	Total Payments and Credits (Lines 7a + 7b + 7c).....	\$		
9.	Tax Due (If Line 8 is less than Line 6, enter balance due).....	\$		
10.	Overpayment (If Line 8 is greater than Line 6, enter overpayment)	\$		
	a. Amount to be refunded \$ _____ b. Credit to next year \$ _____ <small>(Amounts less than \$1.00 will not be refunded)</small>			

Part B	Declaration of Estimated Tax for 2013			
11.	Total estimated income subject to tax \$ _____ Multiply By Tax Rate of <u>2.0%</u> For Gross Tax of	\$		
12.	Estimated Taxes Withheld from Wages.....	\$		
13.	Tax due after Withholding (Line 11 minus Line 12) STOP if this amount is less than \$0.00.....	\$		
14.	Less credits (from Line 10b above).....	\$		
15.	Net estimated tax due (Line 13 minus Line 14 if greater than zero)*.....	\$		
16.	Amount paid with this declaration (not less than ¼ of Line 15)	\$		
17.	TOTAL AMOUNT DUE —Combine Line 9 above with Line 16 (Make checks payable to the City of Moraine)	\$		

**Subsequent estimated payments are due by the 15th of July, October and January.*

The undersigned declares that this return (and accompanying schedules) is a true, correct and complete return for the taxable period stated and that the figures used herein are the same as used for Federal Income Tax purposes.

SIGNATURE OF PERSON PREPARING IF OTHER THAN TAXPAYER	DATE	SIGNATURE OF TAXPAYER	DATE
NAME AND ADDRESS OF PREPARER	PHONE NUMBER	SIGNATURE OF JOINT	DATE

Check here if we may contact the above preparer with questions regarding the preparation of this return. Please include a phone number to contact the preparer.

WORKSHEET A - SALARIES, WAGES, TIPS AND OTHER COMPENSATION

(To be completed by taxpayers who receive W-2 income from more than one source)

****Attach copies of all W-2s used to compute your local income to this Return**
(Submit W-2s for other cities for allowable credit)**

<u>City of Employment</u>	<u>Employer</u>	<u>Wages</u> (W-2 box 5)	<u>Moraine Withholding</u> (W-2 box 19)	<u>Other City Withholding</u> (Credit not to exceed 2%, for ea. W-2)
1. Totals		1a. _____ (Enter Total on Pg. 1, Line 1)	1b. _____ (Enter Total on Pg. 1, Line 7a)	1c. _____ (Enter Total on Pg. 1, Line 7b)

WORKSHEET B - BUSINESS INCOME or LOSS

****Attach copies of all Federal Forms and Schedules used to compute your local income to this Return****

	Schedules	Column A Income / (Loss) from Federal Schedules	Column B Moraine Percentage	Moraine Taxable Income (Column A x Column B)
1.	Schedule C - Business Income (Combine the net income or (loss) of all Schedule C's)	\$	(From Step 5 of Schedule Y) %	\$
2.	Schedule E - Rental Income (Residents enter profit/loss from all properties. Nonresidents enter only profit/loss from Moraine properties)	\$	100 %	\$
3.	Schedule K-1 - Partnership Income (Residents enter profit/loss from entities that do not withhold Moraine tax on entire distributive share)	\$	100 %	\$
4.	Miscellaneous Income –Gambling income (over \$5000), 1099-MISC, W-2G, Schedule F, etc.	\$	(From Step 5 of Schedule Y) %	\$
5.	NOL Carry forward (Attach worksheet and enter as a loss)			\$
6.	Total Income / (Loss) (Combine Lines 1 through 5 and enter this amount on Pg. 1, Line 4)			\$

SCHEDULE Y - BUSINESS APPORTIONMENT FORMULA

(To be completed by all nonresidents who earn a portion of their net profits in Moraine.)

The apportionment worksheet is used when the income was earned in more than one city.
(If 100% of the income was earned in Moraine the apportionment worksheet is not needed.)

	a. Located Everywhere	b. Located in Moraine	c. Percentage (b ÷ a)
STEP 1. Original Cost of Real and Tangible Personal Property.....	_____	_____	
Gross Annual Rentals Paid Multiplied by 8.....	_____	_____	
TOTAL STEP 1.....	_____	_____	%
STEP 2. Wages, Salaries, and Other Compensation Paid.....	_____	_____	%
STEP 3. Gross Receipts from Sales Made and/or Work or Services Performed.....	_____	_____	%
STEP 4. Total Percentages (Add Percentages from Steps 1-3).....			%
STEP 5. Apportionment Percentage (Divide Total Percentage by Number of Percentages Used).....			%

A factor may be excluded only when the factor does not exist anywhere