

**CITY OF MORAINE 2023
BUSINESS 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 all entities other than sole proprietorships. Single member LLC's and sole proprietors must file on the Individual Income Tax Return.

General Instructions:

If you are filing for any year other than 01/01/2023 through 12/31/2023, indicate the year of the tax return with beginning and ending dates. Fiscal year taxpayers should use the beginning year of the fiscal period as the year of the tax return. Taxpayers who have requested an automatic 7-month extension for filing their federal income tax return shall automatically receive a 7-month extension for the filing of their city tax return. Taxpayers who have not requested a 7-month extension for their federal income tax return may be granted a 7-month extension by submitting a request to the Tax Administrator by the due date of the return. A copy of the Federal extension must be attached to the city return when filed. An extension of time to file is not an extension to pay taxes due. Penalty and interest charges will apply to all payments received after the return due date.

- 1.C Complete the box that pertains to the filing of a city return in the previous year, the combined corporate return question and whether or not the account should be inactivated. If the account should be inactivated, provide an explanation. If the business was sold, provide the name, address and phone number of the purchaser on a separate attachment.
- 2.C Check the appropriate box that corresponds to the filing status of the business.
- 3.I f you are amending a tax year, place an "X" in the box marked AMENDED and be sure to indicate the year that you are amending in the space provided. Include the Amended Federal Return or documentation pertaining to the Internal Revenue Service audit.

WHO MUST FILE

C-Corporations are required to file as entities on the net profit or loss derived from sales made, work done, services performed or rendered and business or other activities conducted in Moraine, whether or not such corporation has place of business in Moraine.

S-Corporations are required to file as entities on the net profit or loss derived from sales made, work done, services performed or rendered and business or other activities conducted in Moraine, whether or not such corporation has a place of business in Moraine. If the S-Corporation has net income, the corporation must pay the tax due rather than the individual shareholders. The individual shareholders of an S-Corporation may not include any gain or loss on their individual returns.

Partnerships are required to file as entities on the net profit or loss derived from sales made, work done, services performed or rendered and business or other activities conducted in Moraine, whether or not such partnership has a place of business in Moraine.

LLC(s) a limited liability company is required to file consistent with its federal filing. For example, if the LLC is recognized as a partnership at the federal level, it should file as a partnership at the local level. Single member LLC's that report net profit or loss on Federal Form 1040, Schedule C should file as an individual taxpayer at the local level.

Miscellaneous Entities: Any undertaking, not specifically defined above, conducting activities or producing income, including but not limited to, rental of real estate and personal property, and a business conducted by a trust or guardianship of an estate that produces a net profit shall be subject to city income tax and is required to file a return as an entity.

Part A –TAX CALCULATION

LINE 1: Enter the Federal Taxable Income from the appropriate federal form as follows:

- Form 1120, Line 28
- Form 1120S, Schedule K, Line 18
- Form 1065, Analysis of Net Income (Loss), Line 1

LINE 2: Enter the net adjustments from Schedule X.

Note: No deduction is allowed for federal tax credits that reduce corresponding operating expenses.

LINE 3: Line 1 plus Line 2.

LINE 4: Enter the net operating loss (NOL) carryforward beginning 1/1/2018 and after.

LINE 5: Line 3 plus Line 4.

LINE 6: Enter the apportionment percentage from Schedule Y, Step 5

LINE 7: Multiply Line 5 by Line 6.

LINE 8: Moraine taxable income.

LINE 9: Multiply Line 9 by 2.5% (.025)

LINE 10: Enter the amount of estimated tax payments including any amounts paid with an extension.

LINE 11: Enter the amount of prior year credit, if any.

LINE 12: Line 11 plus Line 12.

LINE 13: Line 9 minus Line 12.

LINE 14: If the return is past due, a late filing penalty is imposed at the rate of \$25.00. This penalty is due in addition to all other penalties and is imposed even if no tax is due.

LINE 15: Enter the amount of penalty, if applicable. The penalty rate is 15% of the amount not timely paid.

LINE 16: Enter the amount of interest, if applicable. Interest is imposed on all tax not timely paid. The rate is adjusted annually based on the federal short-term rate + 5%. Please go to website ci.moraine.oh.us or call our office at 937-535-1026 for the current rate.

LINE 17: Add Lines 14-17. This is your balance due. If the total balance due with your return is \$10.00 or less payment need not accompany your return. If Line 18 reflects an overpayment, enter this amount on Line 19.

LINE 18: Overpayment from Line 18.

LINE 19a: Enter the amount from Line 18 to be refunded. Amounts \$10.00 or less will not be refunded.

LINE 19b: Enter the amount from Line 18 to be credited to your 2024 estimated tax liability.

Note: If you are required to pay estimated tax payments, (net tax liability of at least \$200.00) you must continue and complete Part B of this return.

Part B – DECLARATION OF ESTIMATED TAX FOR 2024

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 90 percent of the annual Moraine tax liability to be ultimately determined shall have been paid by the due date of each installment payment.

LINE 20: Enter the amount of estimated income for 2024. Multiply Line 21 by 2.5% (.025) to determine the total estimated tax due for 2024.

LINE 21: Enter the amount of credit from Line 19b above.

LINE 22: Enter the net estimated tax due if Line 20 minus 21 is greater than zero.

LINE 23: Enter the amount of line 22 divided by 4.

LINE 24: Line 17 plus Line 23. **Make checks payable to the City of Moraine Tax Division.**

MAIL COMPLETED RETURNS WITH ALL SCHEDULES AND SUPPORTING DOCUMENTS TO:

City of Moraine – Tax Division
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Moraine, OH 45439

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