

## **GENERAL INFORMATION**

### **1. WHO MUST FILE**

All business entities having gross receipts, employees, assets, performing services or in any other way conducting business within the cities of Vandalia or Brookville, or within the Butler Township JEDZ, whether or not any income was earned or any tax is due, are required to file an annual return.

All resident business entities, including corporations, S-corporations, joint ventures, partnerships and other businesses are required to file an annual return on an entity basis.

Non-resident business entities, including corporations, partnerships, joint ventures, trusts and other businesses, that conduct business, perform services, have a location or have income (or losses) in Vandalia, Brookville, or the Butler Township JEDZ are required to file on an entity basis.

NOTE: Anyone receiving a notification letter has an active account and will need to file a return. All accounts remain in active status until a "final" return is filed.

### **2. DUE DATE**

Returns are due by **April 15<sup>th</sup>** following the close of the calendar year, or within 3½ months of the end of the year for those businesses on a fiscal year basis.

### **3. EXTENSIONS**

Extensions are not granted on an automatic basis.

An extension of time to file does not extend the time to pay the tax.

All extensions shall be conditioned upon the taxpayer filing a request, accompanied by payment of the amount of tax due, by the original due date of the return and the account not being held in a delinquent status.

Interest will be imposed on any tax remaining unpaid after the original due date. Additionally, there is no provision for extending the current year first quarter estimated tax payment.

Make written request for extensions on or before the due date. Extension request forms may be obtained from the Tax Office and our website: [www.vandaliaohio.org](http://www.vandaliaohio.org).

### **4. SUPPORTING DOCUMENTS**

Documentation is necessary to verify all amounts of taxable or non-taxable income, expenses, deductions and credits.

The following are examples (examples only, not all inclusive) of types of forms and schedules to attach as applicable: Form 1120, Form 1120-S, Form 1065, Schedules A, K and K-1, pages 1 and 2 of Form 4797 and all other supporting schedules and statements.

Those taxpayers claiming deductions for commissions paid, contract labor and the like must provide a schedule showing a breakdown of amounts paid, how much of said work was in each locality, names to whom paid with addresses and social security numbers or federal identification numbers. Copies of Form 1099(s) may be sent in lieu of the schedule.

### **5. RENTALS**

Net rental earnings from all types of real estate or other property or equipment are taxable if located within Vandalia, Brookville, or the Butler Township JEDZ. An annual return is required even though a loss may have been incurred.

### **6. STATUS CHANGES**

Taxpayers with name, address or other status changes or reorganizations must file those changes with the Income Tax Office within 30 days of the change.

### **7. AMENDED RETURNS**

An amended return is necessary for any year in which an amended Federal return is filed or in which your Federal tax liability has changed. An amended return must be filed within 90 days of the filing date of any amended Federal return and must include a copy of the amended Federal return.

### **8. CONSOLIDATED RETURNS**

The Income Tax Office will accept consolidated returns from properly affiliated subsidiary corporations. The Income Tax Office may require or disallow the filing of a consolidated return when certain transactions, apportionments or other circumstances appear to distort the net profits allocable to Vandalia, Brookville, or the Butler Township JEDZ.

### **9. DECLARATION OF ESTIMATED TAX**

Every taxpayer who anticipates having income tax due of \$200.00 or more must file an annual declaration of estimated tax. At least 90% of the current year tax liability or 100% of the previous year liability must be paid by December 15<sup>th</sup> of the current tax year. In the case of any underpayment of any portion of a tax liability, penalty and interest may be imposed on the amount of the underpayment. Quarterly statements are available on our website: [www.vandaliaohio.org](http://www.vandaliaohio.org).

### **10. OPERATING LOSSES**

Under the provisions of the Income Tax Ordinances of Vandalia, Brookville, and the Butler Township JEDZ, there may be no carry-forward or carry-back of operating losses for taxable years 2015 and prior.

### **11. LATE FILING FEE, PENALTIES AND INTEREST**

When returns are filed after the due date by business entities required to file an annual Vandalia, Brookville, or Butler Township JEDZ return, a late filing fee of \$25.00 is imposed without regard for the amount of tax due. Late filing fees will be imposed even though no tax may be due.

Any Vandalia, Brookville, or Butler Township JEDZ income tax remaining unpaid after the due date may be subject to a penalty of ½% per month, or 10%, whichever is greater, and interest of 1½% per month for taxable years 2015 and prior.

### **12. VISA/MASTERCARD**

City taxes may be paid with your credit card or by electronic check. Please refer to the City of Vandalia's website, [www.vandaliaohio.org](http://www.vandaliaohio.org), to access the online payment center.

### **13. ASSISTANCE**

For assistance in preparing this return, or if you have any questions, please contact our office. We are located in the Vandalia Municipal Building at 333 James E. Bohanan Memorial Dr, Vandalia, Ohio.

Office hours are 8:00 A.M. to 5:00 P.M. Monday through Friday.

Phone (937) 415-2240 or toll-free (866)898-5891 or visit our website at [www.vandaliaohio.org](http://www.vandaliaohio.org).

## INSTRUCTIONS

**ATTENTION!** This return is to be used by business entities only (Corporations, S-corporations, Partnerships and other businesses required to file on an entity basis). Individual/joint filers, including those filing a Schedule C should use the Individual Return. Business entities and individuals filing an income tax return for the Butler Township JEDZ should use the Business Return. All supporting schedules from the Federal Tax Return must be attached to this return.

**SECTION A:** Enter the applicable amounts for each locality.

### Line 1

Enter applicable amount(s) for each locality per the attached Federal return and, if applicable, the Business Apportionment Formula from Schedule Y. Attach copies of the Federal Return and all applicable schedules, statements and other supporting documentation.

### Line 2

Enter amounts, if any, from Schedule X, Line 2-C (pg.2). Amounts must be allocated as applicable for each locality.

### Line 3

Enter the total of Line 1 +/- Line 2-A + Line 2-B.

### Line 4

Multiply Line 3 by 2% for Vandalia; 1.75% for Brookville; 1% Butler Township JEDZ.

### Line 5-A

Enter the total of any estimated taxes paid.

### Line 5-B

Enter the amount of any prior year overpayments that have been carried forward.

### Line 5-C

Enter the total of Line 5-A and Line 5-B.

### Line 6

Enter Line 4 minus Line 5-C. If Line 4 is greater than Line 5-C, a balance is due and payment must accompany this return. (If the balance is less than \$1.00, no payment is necessary, but the return will still need to be filed.) If Line 4 is less than Line 5-C, proceed to Line 9.

### Line 7

If the return is filed after the due date, a late filing penalty may be added, and penalty and interest charges may apply. (See Item 11 of the General Information.)

### Line 8

Enter the total of Line 6 and Line 7.

### Line 9

If Line 5-C is greater than Line 4, enter the amount to be refunded and/or the amount to be credited to your next year tax liability.

**SECTION B:** A declaration of estimated tax must be filed by every business entity that expects to receive taxable income that would result in tax due of \$200.00 or more. Vouchers are available on our website [www.vandaliaohio.org](http://www.vandaliaohio.org) for use in making quarterly estimated tax payments. Upon filing the tax return, penalty and interest charges may be imposed if at least 90% of the tax liability, or 100% of the prior year tax liability, was not received by December 15<sup>th</sup> of the current tax year.

### Line 10

Enter the estimated amount of taxable income where indicated, and show the amount of tax estimated to be due.

### Line 11

Enter  $\frac{1}{4}$  of Line 10. This is the quarterly amount due.

### Line 12

If you indicated a credit to next year on Line 9, show the amount on Line 12. The overpayment will be applied to your first quarterly payment. If the overpayment is greater than the first quarterly payment, the difference will apply to the next payment(s) due.

### Line 13

Subtract Line 12 from Line 11. This is the amount of estimated tax due with this return. (Vouchers are available at the Tax Office and on our website: [www.vandaliaohio.org](http://www.vandaliaohio.org).)

### Line 14

Enter the total of Line 8 plus Line 13. Make checks payable to City of Vandalia.

**SECTION C:** If paying by credit card or electronic check, please refer to the website, [www.vandaliaohio.org](http://www.vandaliaohio.org), to access the online payment center.

**SIGNATURES:** The return must be signed and dated on page 1 by a person within the business entity who is authorized to do so. If an outside tax preparer completed this return, indicate by checking yes or no if we may contact the tax preparer with questions regarding this return. In either case, in addition to the taxpayer designee, the tax preparer must sign in the appropriate area.

**SCHEDULE Y** on page 2 of Form R, is a Business Apportionment Formula used to compute the portion of net profits allocable to Vandalia, Brookville, the Butler Township JEDZ and any other areas when business is conducted both inside and outside the locality. If the Business Apportionment Formula is used, amounts allocated to each locality should be entered in Section A, Line 1.

**SCHEDULE X** on page 2 of Form R is for Partnerships, Corporations and other business entities needing to reconcile items from their Federal Return that are not taxable or not deductible for city purposes. The net amount from Schedule X, Line 2-C must be allocated for each locality and entered in Section A, Line 2.

**ASSISTANCE:** For assistance in completing this return, or if you have any questions, please contact the Income Tax Office. We are located in the Vandalia Municipal Building at 333 James E. Bohanan Memorial Dr, Vandalia, Ohio. Office hours are 8:00 A.M. to 5:00 P.M. Monday through Friday. Phone (937) 415-2240 or toll-free (866) 898-5891 or visit our website at [www.vandaliaohio.org](http://www.vandaliaohio.org).