

## CITY OF DOVER INCOME TAX FORM INSTRUCTIONS

**NOTE: YOUR TAX RETURN WILL BE CONSIDERED INCOMPLETE IF W2'S, ALL FEDERAL SCHEDULES, OR OTHER FINANCIAL STATEMENTS, WHERE APPLICABLE, ARE NOT ATTACHED**

- Line 1. **TOTAL WAGES** - List employer name, actual work location ( city or township ) where employed for each employer. If wages were earned in more than one work location for an employer, list each location separately. Enter amount of Dover tax withheld. Enter other city tax withheld. Enter total W-2 or 1099 wages. Use Medicare wages (Box 5) from your W-2. If you do not have Medicare wages, please see the definition of qualifying wages below or call our office for assistance.
- Line 2. **OTHER TAXABLE INCOME** - Enter other taxable income not reported elsewhere on this return. Types of income to be reported include gambling winnings, prizes and awards if related to employment; jury duty pay, etc.
- Line 3. **BUSINESS INCOME**
- (3A) **RENTAL INCOME** - Enter amount from Schedule G on Page 2 of Income Tax Form. Attach appropriate federal schedules. **LOSSES FROM RENTAL UNITS LOCATED OUTSIDE CITY CAN ONLY BE USED TO OFFSET PROFITS FROM OUTSIDE CITY LIMITS.**
  - (3B) **NET PROFIT FROM BUSINESS**- Enter amount from Schedule H on Page 2 of Income Tax Form. Attach appropriate federal schedules.
  - (3C) **PARTNER'S DISTRIBUTIVE SHARE OF PARTNERSHIP INCOME** - Partners who are residents of Dover must enter their distributive share of partnership income. Subchapter "S" Corporation shareholders must enter their distributive share of "S" Corporation income. Attach Federal Schedules K-1.
  - (3D) **TOTAL BUSINESS INCOME** - Total Lines 3A, 3B, and 3C. **BUSINESS OR RENTAL LOSSES MAY NOT BE USED TO OFFSET WAGES.**
- Line 4. **DEDUCTIONS**
- (4A) Enter wages earned outside Dover by part-year resident.
  - (4B) Enter allowable 2106 expenses: The City allows a deduction for 2106 expenses only against income for which the tax is directly or indirectly (through payroll withholding) paid to the City of Dover. A copy of the Form 2106 and Schedule A must be attached.
- Line 5. **TAXABLE INCOME** - Add lines 1, 2, and 3D and subtract lines 4A and 4B.
- Line 6. **DOVER CITY TAX** - Multiply Line 5 by 1½%.
- Line 7. **CREDITS**
- (7A) Enter Dover Tax withheld by employers (use total from Wage Table - see Line 1).
  - (7B) Enter income tax paid to other cities (use total from Wage Table - see Line 1). Amount is not to exceed 1½% of income taxed in that city. If tax is paid directly to another city, attach copy of income tax return filed in that city.
  - (7C) Enter amount paid on current declaration or the amount of credit carryover from prior year return.
  - (7D) Enter total of lines 7A, 7B & 7C.
- Line 8. **BALANCE TAX DUE** - Enter amount if Line 6 exceeds line 7D. Balances of less than \$1.00 will not be collected.
- Line 9. **OVERPAYMENT CLAIMED** - Enter amount if Line 7D exceeds line 6.
- Line 10. **CREDIT TO NEXT YEAR ESTIMATE** - If no estimate, use Line 11.
- Line 11. **TO BE REFUNDED** - If estimate due, use Line 10. Refunds of less than \$1.00 will not be processed.
- Line 12. **PENALTIES & INTEREST** - Penalties are provided by ordinance for failure to file and/or pay a required return, for filing late and for filing a false or fraudulent return. For failure to file an annual return by the due date, a late filing fee of \$25.00 is imposed even if no tax is due. For failure to pay taxes due, 10% of the tax due or \$25.00, whichever is greater.  
Interest shall be assessed at the rate of 1% per month.
- Line 13. **TOTAL AMOUNT DUE** - Must be paid in full when filing this return.

**QUALIFYING WAGES** - Defined as Medicare Wages less Section 125 cafeteria amounts included in Medicare wages plus amounts not included in Medicare wages solely because the employee was not employed by the employer prior to April 1, 1986 plus ordinary income amounts not included in Medicare wages arising from the sale, exchange, disposition or exercise of a stock option plus employee contributions or deferrals to 401(k) or 457 plans that are not included in Medicare wages plus supplemental unemployment compensation benefits not included in Medicare wages.

**BUSINESS LOSSES MAY NOT BE USED TO OFFSET WAGES.**

**OPERATING LOSSES** - Although Federal law permits the taxpayer to carry forward and carry back certain operating losses, such losses **MAY NOT** be carried forward or backward under the provisions of the City Income Tax Ord.

A **CREDIT** is allowed to Dover residents for the income tax paid to another municipality not to exceed Dover's 1½% charge on such wages, etc., earned in municipality where tax was paid.

## CITY OF DOVER GENERAL TAX INFORMATION

**WHAT IS THE TAX RATE** - The Tax rate for the City of Dover Tax is 1½% of gross earnings.

**Who Must File:** **ANYONE RECEIVING A PRE-PRINTED FORM IS ON ACTIVE STATUS AND WILL NEED TO FILE A RETURN.**

All Residents of the City of Dover 18 years of age and older who do not have proper amount of city tax withheld from salaries, wages, commissions, and other earned income for work done or services performed or rendered from all sources of income.

Residents having rental property or are engaged in a business or profession located in or outside the City Dover.

All Non-Residents who receive salaries, wages, commissions, and other earned income without the proper tax being withheld for work done or services performed or rendered within the City of Dover. Non-Residents having rental property or are engaged in a business or profession situated within the City of Dover.

Employers on the net profits earned from resident or non-resident corporations, unincorporated businesses, professions, or other entities derived from sales made, work done, services performed or rendered, and business or other activities conducted in Dover whether or not such corporations or unincorporated business entities have an office or place of business in the City of Dover.

**WHEN TO FILE**- Declarations of estimated income for the current year, payable quarterly, plus the annual return for the preceding taxable year, are due by April 15<sup>th</sup> of each year from individuals and businesses. Returns filed or postmarked after April 15 have a \$25.00 late filing fee due with return. Due dates for fiscal year taxpayers depends on the month they use for closing their accounting year.

**EXTENSION OF TIME** - Upon written request of the taxpayer made on or before the date for filing the return, and for good cause shown, the Tax Administrator may extend the time for filing the annual return for a period of not more than six months or not more than thirty days beyond any extension requested of or granted by the Internal Revenue Service for the filing of the Federal Income Tax return. If you wish a confirmation, a self-addressed stamped envelope must be enclosed with your request.

**WHERE TO FILE** - City Income Tax Department, 122 E. Third St., Dover OH 44622.

**FOR MORE INFORMATION** - Contact the Income Tax Department at 330-343-6299. The City's tax ordinance is available online at [www.doverohio.com](http://www.doverohio.com).

TAXABLE INCOME	NON-TAXABLE INCOME
<ul style="list-style-type: none"> <li>• Wages, Salaries, Bonuses, Stipends, Tips and other compensations, Commissions, fees and other earned income including childcare providers, housecleaning, yard work, hobby income, etc.</li> <li>• Sub Pay, Vacation Pay, Strike Pay, Director's fees, Income from Jury Duty, Union Steward fees, Third Party Sick Pay.</li> <li>• Employee contributions to retirement plans and tax deferred annuity plans (including sec. 401K, 403b, 457b, etc.).</li> <li>• Net profits of business, professions, corporations, partnerships, etc., Income from partnerships, estates, or trusts.</li> <li>• Employee contributions to costs of fringe benefits. Income from wage continuation plans (including retirement incentive plans and severance pay).</li> <li>• Stock options (taxed when exercised, on the amount indicated on W-2 form).</li> <li>• Farm net income.</li> <li>• Employer paid premiums for group term life insurance over \$50,00.00 (PS58).</li> <li>• Compensation paid in goods or services or property usage. Taxes at fair market value.</li> <li>• Contributions made by or on behalf of employees to tax deferred annuity programs or stock purchase plan. Income from guaranteed annual wage contracts.</li> <li>• Prizes and gifts connected with employment taxed to the same extent for Federal Income Tax purposes.</li> <li>• Profit sharing from a non-qualified plan or if received as a bonus.</li> <li>• Uniform, automobile, moving and travel allowances, Reimbursements in excess of deductible expenses.</li> <li>• Executor Fees</li> <li>• Rental Income</li> <li>• Gambling &amp; Lottery Winnings</li> <li>• Employer provided educational assistance ( if taxable under Federal Internal Revenue Act).</li> </ul>	<ul style="list-style-type: none"> <li>• Interest and dividend income, Annuity distributions. Capital gains.</li> <li>• Welfare benefits, Social Security benefits, State unemployment benefits, Worker's compensations, Alimony.</li> <li>• Active duty military pay (including National Guard active duty).</li> <li>• Patent and copyright income, Royalties derived from intangible income.</li> <li>• Proceeds of life insurance, Compensatory insurance proceeds from property damage or personal injury settlements.</li> <li>• Housing allowances for clergy to the extent that the allowance is used to provide a home.</li> <li>• Gifts not connected with employment.</li> <li>• Income from qualified pension plans.</li> <li>• Sect. 125 Cafeteria Plans.</li> <li>• Health &amp; welfare benefits distributed by governmental, charitable, religious or educational organizations.</li> </ul>

ABOVE LISTS ARE NOT ALL-INCLUSIVE. FOR ITEMS NOT LISTED, CONTACT THE INCOME TAX DEPARTMENT FOR CLARIFICATION.