

VILLAGE OF DANVILLE
INCOME TAX DEPARTMENT
P.O. BOX 51
DANVILLE, OHIO 43014

FORWARDING AND ADDRESS CORRECTION REQUESTED

IMPORTANT

THIS IS YOUR VILLAGE INCOME
TAX RETURN AND DECLARATION

DANVILLE TAX INFORMATION (740) 599-6888

NOTICE

IT IS MANDATORY THAT YOU FILE AND PAY
THIS RETURN. DUE DATE IS APRIL 15.
PENALTY AND INTEREST WILL BE
ASSESSED FOR FAILURE TO COMPLY.

WHAT INCOME TO REPORT ON YOUR RETURN

All earned income from sources listed below, must be reported. This includes income earned outside the Village of Danville and/or outside the state of Ohio. You must report income from the state of Ohio. You must report income from the state of Ohio. You must report income from wages, salaries, bonuses, commissions, fees, tips rents, profits from businesses, Sub S Corporations, professions and partnerships; employer supplemental benefits (SUB pay) and employee contributions to retirement plans (you must pay municipal tax on your contribution to retirement plans, annuities or independent retirement act plans (IRA plans), whether or not our W-2 form shows this income as taxable). You do not report interest, dividends, pensions, social security, poor relief, state unemployment insurance benefits, proceeds of insurance, military pay allowances received by members of the armed forces of the United States and earnings of those under eighteen (18) years of age.

If you turned eighteen during last year, you pay tax only on that income earned after you turned 18, calculating to the closest month.

Partners filing an individual return should complete Section H, page 2, IT-1 and indicate distributive share; however, partnerships (limited or general) must file as an entity. Partners must be given credit for taxes paid by the partnership; however, the income must be reported in Section H, include the income on Page 1, Section A, 3c.

Employee business expenses (form 2106) deductions may not be taken.

INSTRUCTIONS FOR FILING IT-1

NAME AND ADDRESS: if your name, address or Social Security number was printed incorrectly, draw a line through the incorrect information and make the necessary corrections.

CHANGE OF ADDRESS: If you moved since previous return was filed, print the required information in the appropriate section.

COPY OF VILLAGE ORDINANCE AVAILABLE ON REQUEST: (740) 599-6888

**Village of Danville
Income Tax Department**
P.O. Box 51
Danville, OH 43014

TAXPAYER STATUS

Entering your filing status.

SECTION A

Line 1a. Place the total wage income from your W-2 here. Attach a copy of your W-2. Your return will not be processed without a copy of W-2. Photostatic copies will be acceptable. See above information for income to be included.

Line 1b. Deduct income earned while a resident of another municipality. This section is also used by taxpayers who work in other cities on occasion and do not pay to the city in which their place of employment is located. Note: At least 1% tax must be paid on total income by Danville residents. Section 1 must be completed on Form IT-1 for all taxpayers who work in several different cities and the taxpayer is requesting a refund from the Village of Danville of taxes paid Danville but due another municipality.

Line 2. Total of Line 1a, less 1b.

IF TAXPAYER(S) ONLY INCOME IS FROM W-2 WAGES, PROCEED TO LINE 5.

Line 3a. For businesses only. Partnerships, corporations, sole-proprietorships, etc. Attach a copy of federal return or complete Section D, Page 3. Business returns will not be processed unless Section D, Page 2 is completed or a copy of federal return is attached.

Line 3b. Rental income is entered here. Attach a copy of Federal Schedule E or complete Section G, Page 2.

Line 3c. Other income. Any earned income not included on Line 3a or 3b should be entered here, i.e., (commissions, 1099 income, babysitting, etc.)

Line 4. Total Lines 3a, b, and/or c.

Line 5. Total Lines 2 and/or 4.

Line 6. Multiply Line 5 by 1%. **THIS LINE MUST BE COMPLETED IN ORDER TO PROPERLY COMPLETE YOUR RETURN.**

UNDER AUTHORIZATION OF SECTION 5747.18 OF THE OHIO REVISED CODE, THE VILLAGE OF DANVILLE HAS OBTAINED INFORMATION FROM THE OHIO DEPARTMENT OF TAXATION THAT YOU FILED AN OHIO INCOME TAX RETURN.

SECTION B

Line 7. Enter only withholding taxes paid DIRECTLY to the Village of Danville (this amount and "Danville" should be indicated on your W-2).

Line 8. Enter only declaration payments paid DIRECTLY to the Village of Danville.

Line 9. Enter the city in which taxpayer(s) is employed; wages earned in that city; and multiply by the tax rate percentage for that city. This tax rate cannot exceed 1%. Note: A taxpayer's liability (Line 6) never exceeds 1% therefore, credit allowed can never exceed 1%. If a taxpayer works in several different cities, income must be broken down by city. If the tax rate for the city of employment is less than 1%, the taxpayer will have a tax liability to the Village of Danville. If the taxpayer works in a city with a tax rate higher than 1%, credit can only be given for 1% and the extra credit for that additional percentage cannot be taken against another city with a lower tax rate.

Line 10. If a taxpayer received credit for an overpayment for a previous year, enter here.

Line 11. Total Lines 7 thru 10, enter here.

Line 12.* If Line 6 is greater than Line 11, a balance is due. Make checks payable to the Village of Danville.

Line 13.* If Line 11 is greater than Line 6, there is an overpayment. Please indicate if you desire a refund or a credit to next years tax liability.

***No payment or refund if amount is less than one dollar.**

SECTION C

If you anticipate owing more than \$50 for next tax year, Section C must be completed. If taxes are withheld from a taxpayer(s) wages resulting in zero liability to the Village of Danville, this section does not have to be completed. If a taxpayer is employed in a city where the tax rate is lower than 1%, then a declaration must be completed and payments made on that portion owed to the Village of Danville.

SIGNATURE

Both taxpayer and spouse must sign and date the return. Tax preparers should sign the return.

WHO MUST FILE

You must file a Village of Danville Income Tax Return, Form IT-1, if you are a resident of Danville, 18 years of age or older.

Failure to file may result in court fine, penalty and interest will be assessed on any unpaid balance.

Filing status (vs. joint) has no effect on the village tax liability, so it is preferred that married couples file a joint village return.

OFFICE: (740) 599-6888
MON. THRU FRI.: 8:00 AM TO 4:00 PM
FISCAL YEAR END _____

DANVILLE INCOME TAX RETURN
INCOME TAX DEPARTMENT
P.O. BOX 51
DANVILLE, OHIO 43014
DUE AFTER APRIL 16, OR FOUR MONTHS
AFTER END OF FISCAL YEAR

STAMP

TAXPAYER STATUS: Employee Owner Partner PARTNERSHIP: Corporation Professional Fiduciary

NAME, STREET, ADDRESS

TYPE _____

FEIN -
YOUR SOCIAL SECURITY NO.
SPOUSE SOCIAL SECURITY NO.

CURRENT EMPLOYER:
ADDRESS: (ACTUAL LOCATION OF EMPLOYMENT) _____
SPOUSE CURRENT EMPLOYER:
ADDRESS: (ACTUAL LOCATION OF EMPLOYMENT) _____

MAKE CORRECTIONS TO NAME & ADDRESS ABOVE
IF YOU MOVED SINCE THE PREVIOUS RETURN ENTER HERE.
CURRENT ADDRESS _____
DATE MOVED _____

SECTION A INCOME

- 1. Types of incomes
 - a. W-2 wages, salaries, tips and other employee compensation (Attach W-2)..... a. _____
 - b. Partial year income (See instructions)..... b. _____
- 2. TOTAL INCOME (Deduct line 1b from line 1a) 2. _____

PROCEED TO LINE 5 IF TAXPAYERS ONLY INCOME IS FROM W-2 WAGES

- 3. OTHER INCOME
 - a. Profit or loss from income other than wages. (See instructions)..... a. _____
 - (1) Reconciliation with Federal Return...\$ _____ (1) _____
 - (2) Allocation _____ % of Line 3a (1) (See Section G)..... (2) _____
 - b. Rental Income (From Section G, Page 2) b. _____
 - c. Other Income (From Section H, Page 2) c. _____
- 4. TOTAL LINES 3a, b and/or c..... 4. _____
- 5. TOTAL INCOME (Add Lines 2 and/or 4, enter here) 5. _____
- 6. Danville income tax (1% of Line 5). This line must be completed whether or not you work or pay taxes to the Village of Danville..... 6. _____

SECTION B CREDITS

- 7. Tax withheld by employer for Danville (W-2)..... 7. _____
- 8. Estimated Tax paid to Danville..... 8. _____
- 9. ALLOWABLE CREDIT for Taxes paid other Cities or Villages. (Credit not to exceed 1%).

CITY	WAGES	(a) WAGES X 1%	(b) TAX WITHHELD ON W-2	ENTER SMALLER AMOUNT (a) or (b)
_____	\$ _____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	\$ _____	_____
- 10. Prior Overpayment..... 10. \$ _____
- 11. TOTAL CREDITS (Add Lines 7, 8, 9 and/or 10) 11.* _____
- 12.* If Line 6 is greater than Line 11, enter difference, which is Balance Due. Make check payable to Village of Danville..... 12.* _____
- 13.* If Line 11 is greater than Line 6, resulting in overpayment please indicate if you desire: Refund or Credit to Next Year Tax. 13.* _____

***NO PAYMENT OR REFUND IF AMOUNT IS LESS THAN ONE DOLLAR.**

SECTION C DECLARATION OF ESTIMATED TAX FOR NEXT YEAR

- 14. Total income subject to Tax \$ _____ multiply by Tax Rate of 1% 14. \$ _____
- 15. Less expected Tax Credit:
 - a. Withheld by an employer (Not to exceed 1% of that portion taxed)..... a. _____
 - b. Overpayment from prior year..... b. _____
 - c. Payments to another municipality (Not to exceed 1% of that portion taxed)..... c. _____
 - d. TOTAL CREDITS..... d. \$ _____
- 16. NET TAX DUE (Line 14 less Line 15d) 16. \$ _____
- 17. Amount Paid with this declaration (Not less than 1/4 of Line 16) 17. \$ _____
- 18. Balance of Tax Due..... 18. \$ _____
- 19. Total of this Payment (Line 12 plus Line 17)..... 19. \$ _____

THE UNDERSIGNED DECLARES THAT THIS RETURN IS TRUE, CORRECT AND COMPLETE.

Tax Preparer's Signature _____ Date _____ Your Signature _____ Date _____
Social Security Number/ID Number _____ Signature of Spouse _____ Date _____

SECTION D PROFIT OR LOSS FROM BUSINESS OR PROFESSION (Enter on Line 3a, Page 1)

Business Name _____ Owner's or Partner's Name _____

Date Business Commences _____

Business Address _____

- 1. TOTAL RECEIPTS 1. \$ _____
- 2. LESS Cost of Labor \$ _____ Material, supplies and other costs 2. \$ _____
- 3. GROSS PROFIT FROM SALES, ETC., (line 1 less line 2) 3. \$ _____
- 4. INTEREST \$ _____ OTHER BUSINESS INCOME (Specify) 4. \$ _____
- 5. TOTAL BUSINESS INCOME BEFORE DEDUCTIONS 5. \$ _____

BUSINESS DEDUCTIONS

- 6. ADVERTISING AND PROMOTION 6. \$ _____
- 7. AUTO TRUCK AND TRAVEL 7. \$ _____
- 8. INT. ON BUSINESS INDEBTEDNESS 8. \$ _____
- 9a. TAXES BASED ON INCOME 9a. \$ _____
- b. OTHER BUSINESS TAXES 9b. \$ _____
- 10. SALARIES AND WAGES 10. \$ _____
- 11. DEPRECIATION, AMORTIZATION 11. \$ _____
- 12. RENTS (Paid to _____) ... 12. \$ _____
- 13. OTHER (List if over 10% of Line 14) ... 13. \$ _____
- 14. TOTAL BUSINESS DEDUCTIONS (Total of lines 6 to 13) 14. \$ _____
- 15. NET PROFIT (OR LOSS) FROM BUSINESS OR PROFESSION (LINE 5 LESS LINE 14) 15. \$ _____

SECTION E RECONCILIATION WITH FEDERAL TAX RETURN (Enter on Line 3a (1), Page 1)

ITEMS NOT DEDUCTIBLE	ADD	ITEMS NOT TAXABLE	DEDUCT
a. Capital Losses (Excluding Ordinary Losses).....	\$ _____	n. Capital gains (Excluding Ordinary Gains).....	\$ _____
b. Expenses incurred in the production of non-taxable income (at least 5% of Line r.).....	\$ _____	o. Interest income.....	\$ _____
c. Taxes based on income "STATE".....	\$ _____	p. Dividends.....	\$ _____
d. Taxes based on income "CITY".....	\$ _____	q. Other (Explain).....	\$ _____
e. Net operation loss deduction per Federal Return...	\$ _____		
f. Payments to partners.....	\$ _____		
g. Contributions.....	\$ _____		
h. Other expenses not deductible (Explain).....	\$ _____	r.	\$ _____
m. TOTAL	\$ _____	s. Enter difference between Line m and r on Line 3a(1)	\$ _____

SECTION F BUSINESS ALLOCATION FORMULA (Enter on Line 3a (2), Page 1)

	a. LOCATED EVERYWHERE	b. LOCATED IN Danville	c. PERCENTAGE (b + a)
STEP 1. AVG. VALUE OF REL & TANG. PERSONAL PROPERTY GROSS ANNUAL RENTALS PAID MULTIPLIED BY 8 TOTAL STEP 1.	_____	_____	_____
STEP 2. GROSS RECEIPTS FROM SALES MADE AND/OR WORK OR SERVICES PERFORMED.	_____	_____	_____
STEP 3. WAGES, SALARIES AND OTHER COMPENSATION PAID	_____	_____	_____
4. TOTAL PERCENTAGES	_____	_____	_____
5. AVERAGE PERCENTAGE (Divide Total Percentages by Number of Percentages Used).	_____	_____	_____

SECTION G RENTAL INCOME (Enter on Line 3b, Page 1)

1. Kind of Property	Location of Property	Date ACQUIRED	2. Amount Received during year		3. Depreciation or deletion		4. Repairs		5. Other Expenses	
			\$	\$	\$	\$	\$	\$		
Total Net Rental Profit (or loss) (Column 2, less sum of Columns 3, 4 and 5										

NET INCOME SECTION G \$ _____

SECTION H OTHER INCOME **Note:** Distributive Share Income (whether distributed or not) of resident and non-resident partnerships should be indicated and included as income on Page 1. Enter all other income on Line 3c, Page 1.

RECEIVED FROM	FOR (DESCRIBE)	AMOUNT

SECTION I CALCULATION FORMULA FOR PARTIAL-YEAR INCOME (Enter on Line 1b (1), Page 1)

_____ Days worked out of the city. SALARY _____

Days unemployed, if applicable _____ (1) TAX WITHHELD _____

260 Total days worked annually, less (1) _____ - (2) Days Actually Worked _____

\$ _____ ÷ (2) _____ - (3) \$ _____ average rage per day worked

(2) _____ less _____ days worked out - (4) _____ days worked in Danville.

(4) _____ x (3) \$ _____ - (5) _____ taxable wages for Danville.

(5) \$ _____ x 1% - (6) \$ _____ tax due.

\$ _____ withheld less (6) \$ _____ = Refund due \$ _____