

**INSTRUCTIONS FOR FILING RIO GRANDE VILLAGE INCOME TAX
RETURNS FOR 2001**

Individuals are not required to file a return if their entire income is derived from wages where their employer has deducted the 1% Village Income Tax and has filed the report with the Tax Department.

1. Returns must be filed individually. There is no joint filing of Rio Grande Village Income Tax.
2. When reporting W-2 income, attach copies of all w-2 forms. If you did not receive enough copies from your employer, a legible Xerox copy is acceptable.
3. When reporting business, rental, or other income, attach a copy of your Federal filing.
4. Make sure your return is signed and dated. Due date for calendar year taxpayers is April 30, 2002. Please use the preprinted form enclosed. If you desire assistance or instructions, our office hours are 8-4 Monday through Friday, at the Municipal Building in Rio Grande, Ohio. Telephone number is (740) 245-5822.

If you wish to file your return in person, please bring your enclosed form with you, along with your W-2's and or other information pertaining to your filing.

**LINE INSTRUCTIONS FOR 2001 RIO GRANDE VILLAGE TAX FINAL
RETURNS**

1. Enter employer's name, gross wages and amount of Rio Grande Tax withheld by your employer, if any.
 - (a) If you are reporting only W-2 income, total wages on Line 1 and Line 5 will be the same.
2. Report any earned income other than W-2 wages here.
3. Total income.
4. This line is not applicable to Rio Grande resident taxpayers.
5. This is the amount subject to tax.
6. Enter 1% of Line 5.
7.
 - (a) Enter any tax withheld by your employer from Line 1-a.
 - (b) Payments made by you on your 2001 Declaration of Estimated Income.
 - (c) Any taxes paid, by you, to another city or village, not to exceed the 1-% tax rate.
 - (x) Total lines 7a, 7b, and 7c.
8. Subtract line 7x from Line 6. Payment must accompany this form in full.
9. Enter any overpayment and show in the appropriate block if you wish any overpayment credited to your 2002 Declaration of Estimated Income or if you wish a refund.

PLEASE NOTE: EACH INDIVIDUAL MUST FILE A SEPARATE RETURN