

NAME AND ADDRESS

*** IMPORTANT NOTICE ***
A return must be filed for this year even
if you owe no tax, and live in East Liverpool
Failure to file a return will result in an automatic \$25.00 fine.

CITY OF EAST LIVERPOOL, OHIO - INCOME TAX FORMS

This is your East Liverpool, Ohio City Income Tax Package. To assist you in filing your return, we have included INSTRUCTIONS, THE ANNUAL RETURN IN DUPLICATE, THE DECLARATION OF EXEMPTION AND THE DECLARATION OF ESTIMATED TAX.

MANDATORY TAX FILING was enacted by City Council beginning with the 1989 Tax Year. All residents of East Liverpool, Ohio, eighteen (18) years of age or over are required to file an annual return with the East Liverpool City Income Tax Department.

BEFORE preparing your return: **READ ALL INSTRUCTIONS CAREFULLY.**

AFTER preparing your return:

- ATTACH ALL REQUIRED FORMS (W-2, FEDERAL SCHEDULES, FEDERAL RETURNS, 1099's)
- SIGN THE RETURN, both Husband and Wife must sign a joint return.
- COMPLETE THE DECLARATION OF ESTIMATED TAX for the following year, and include payment of the first installment.
- INCLUDE PAYMENT OF ANY TAX DUE
- FILE YOUR RETURN BY APRIL 15

If you need assistance, call or visit our office at 126 W. Sixth St. Our telephone number is 330-385-5437, or Fax 330-386-7865.

GENERAL INSTRUCTIONS

1. **WHO MUST FILE:** A return must be filed by all East Liverpool resident individuals 18 years of age or older, partnerships, corporations and any other entity having income taxable by the City of East Liverpool.
2. **WHEN AND WHERE TO FILE RETURNS:** Taxpayers who end their taxable year on December 31, must file on or before April 15th. Taxpayers on a fiscal or partial year basis must file within 105 days following the end of the such period. If deadline cannot be met, a request for extension must be filed and approved by the tax administrator. **If no request for extension is filed, a penalty will be applied.**
The Return is to be filed with the Income Tax Department, City Hall, East Liverpool, Ohio. Total amount due must be paid when the return is filed. Checks or money orders should be made payable to the City of East Liverpool Income Tax.
3. **DECLARATION OF EXEMPTION RETURN:** To meet mandatory filing requirements, this form can be filed in lieu of the tax return. **ONLY BY THOSE INDIVIDUALS WHO QUALIFY.**
4. **TAXABLE INCOME:** East Liverpool Income Tax at the rate of 1.5 per cent is levied on the following:
 - A. On all salaries, wages, commissions and other compensation earned by resident individuals of the City of East Liverpool.
 - B. On all salaries, wages, commissions and other compensation earned by non-resident individuals of the City of East Liverpool for work done or services performed or rendered in the City of East Liverpool.
 - C. On the net profits attributable to East Liverpool earned of all resident unincorporated businesses, professions, and other activities derived from work done or services rendered or performed and business or other activities conducted in the City of East Liverpool.
 - D. On the portion of the distributive share of the net profit earned of a resident individual, partner or owner of a resident unincorporated business entity attributable to East Liverpool and not levied against such unincorporated business entity.
 - E. On the net profits attributable to East Liverpool earned of all non-resident unincorporated businesses, professions or other activities, derived from work done or services performed or rendered and business or other activities conducted in the City of East Liverpool.
 - F. On that portion of the distributive share of the net profits earned of a resident individual, partner or owner of a non-resident unincorporated business entity not attributable to East Liverpool and not levied against such unincorporated business entity.
 - G. On the net profits earned of all corporations derived from work done or services performed or rendered and business or other activities conducted in the City of East Liverpool.
 - H. On net income from rental property, whether owned by residents or located in East Liverpool and owned by non-residents.
5. **WHAT CONSTITUTES NET PROFIT:** Net profit is the income from the operation of a business, profession or enterprise and from the use of property, after the provision for all ordinary and necessary expenses, either paid or accrued in accordance with the accounting system used by the taxpayer for Federal Income Tax purposes adjusted to the requirements of the East Liverpool Income Tax Ordinance. Note that City, Federal or State Taxes, based on income are not deductible in determining net profit.
6. **BUSINESS LOSSES:** Losses from any business activity or occupation may not be deducted from wages, nor shall a business loss of a previous year be carried forward to reduce the tax of any subsequent year.
7. **ALLOCATION OF PROFITS:** The business allocation percentage formula is to be used by corporations or non-resident business entities doing business within and outside of East Liverpool if actual records of their East Liverpool profits are not maintained.
DETERMINE THE RATIO OF THE EAST LIVERPOOL PORTION OF:
 - (1) Average value of real and tangible property.
 - (2) Total sales regardless of where made
 - (3) Total compensation paid to all employeesAdd the ratios obtained and divide by the number of ratios to obtain business allocation percentage. A ratio shall not be excluded from the computation because it is allocable entirely within or outside of East Liverpool. This computation is to be reported as Schedule Y Page 2 of Tax Return.
8. **CHANGE IN TAX LIABILITY:** An amended East Liverpool Return is required within three months of the final determination of any changed tax liability resulting from Federal audit, Judicial decision, or other circumstance.
9. **PENALTIES AND INTEREST:** Penalty and interest for late filing and failure to file shall be imposed as provided by the Ordinance.

• FILE RETURN AND DECLARATION BY APRIL 15.
• INCLUDE PAYMENT OF TAX DUE
• ATTACHMENTS ARE REQUIRED TO ALL RETURNS
• 1099's • W-2's • Federal Schedules of Income

FORM R FILE WITH
CITY OF E. LIVERPOOL
INCOME TAX
126 W. 6th STREET
EAST LIVERPOOL, OH 43920

EAST LIVERPOOL INCOME TAX RETURN

1.5% 1.5%
FOR CALENDAR YEAR 2007

OR FISCAL PERIOD _____ TO _____

MAKE CHECK OR MONEY ORDER PAYABLE TO: CITY OF EAST LIVERPOOL

FOR OFFICE USE ONLY

CODE NO. _____

PROCESSED BY _____

EXTENDED BY _____

PAID WITH RETURN

\$ _____
 CASH CHECK

IMPORTANT !

EMP. I.D. # _____

S.S. # _____

RESIDENT

NON-RESIDENT

PART YEAR RESIDENT FROM _____ TO _____

SOLE PROPRIETOR

PARTNERSHIP

CORPORATION

INDIVIDUAL

IF NAME OR ADDRESS IS INCORRECT MAKE THE NECESSARY CHANGES

IF YOUR ONLY SOURCE OF INCOME IS FROM WAGES, FILL IN THIS SECTION AND CREDITS SECTION.
ENTER TOTAL WAGES BEFORE ANY PAYROLL DEDUCTIONS. IF THIS IS ONLY SOURCE OF INCOME,
DISREGARD LINES 2 THRU 9 AND ENTER TAX ON LINE 10.

**DO NOT DEDUCT DEFERRED
COMPENSATION (401K, ETC.)**

A. EMPLOYER'S NAME (Attach forms W2 to back)	B. WHERE EMPLOYED	C. E. LIVERPOOL TAX WITHHELD	D. WAGES - ETC.	ATTACH w-2(S) or 1099's and FEDERAL RETURN
		\$	\$	
		\$		

I N C O M E	INCOME OTHER THAN WAGES \$		\$
	2. NET PROFIT OR LOSS FROM CORPORATION (ATTACH COPY 1120)		\$
	3. NET PROFIT OR LOSS FROM BUSINESS OR PROFESSION (ATTACH COPY SCHEDULES C, AND FEDERAL RETURN)		
	4. NET PROFIT OR LOSS FROM RENT, PARTNERSHIP, TRUST, ESTATES (ATTACH COPY SCHEDULE E, AND FEDERAL RETURN).		
	NOTE: BUSINESS OR RENTAL LOSSES MAY NOT BE USED TO OFFSET WAGES		
	5. DEDUCT ITEMS NOT TAXABLE - SCHEDULE X		
	6. ADD ITEMS NOT DEDUCTIBLE - SCHEDULE X		
	7. NET INCOME FROM LINES 1 THROUGH 6		
	8. AMOUNT ALLOCATED IF SCHEDULE Y IS USED _____ % (SEE BELOW)		
9. NET INCOME SUBJECT TO EAST LIVERPOOL CITY TAX			

C R E D I T S	10. EAST LIVERPOOL INCOME TAX - RATE 1.5%		
	11. CREDITS A) EAST LIVERPOOL TAX WITHHELD BY EMPLOYER(S) \$		
	B) PAYMENTS ON 20 _____ DECLARATION OF ESTIMATED TAX		
	X) TOTAL CREDITS ALLOWABLE		\$
	12. BALANCE OF TAX DUE (LINE 10 LESS LINE 11X) PAYMENT IN FULL MUST ACCOMPANY THIS FORM		
12b. PENALTY (1/2% PER MONTH)			
13. TOTAL AMOUNT DUE			
<input type="checkbox"/> OVERPAYMENT <input type="checkbox"/> REFUNDED <input type="checkbox"/> CREDIT TO 20 _____ RETURN			

SCHEDULE X - RECONCILIATION WITH FEDERAL INCOME TAX RETURN - FOR BUSINESS RETURNS ONLY

ITEMS NOT DEDUCTIBLE	ADD	ITEMS NOT TAXABLE	DEDUCT
a. NET LOSS FROM SALE, EXCHANGE, OR OTHER DISPOSITION OF CAPITAL OR OTHER ASSETS	\$	n. NET GAIN FROM SALE, EXCHANGE OR OTHER DISPOSITION OF CAPITAL OR OTHER ASSETS	\$
b. INTEREST AND/OR OTHER EXPENSE INCURRED IN THE PRODUCTION OF NON-TAXABLE INCOME		o. INTEREST EARNED OR ACCRUED	\$
c. CITY INCOME TAXES PAID OR ACCRUED		p. DIVIDENDS (LESS FEDERAL EXCLUSION)	\$
d. WITHDRAWALS BY OWNER		q. INCOME FROM PATENTS AND COPYRIGHTS	\$
e. CONTRIBUTIONS			
f. OTHER DEDUCTIONS NOT ALLOWABLE (EXPLAIN)			
m. TOTAL ADDITIONS (ENTER ON LINE 6 ABOVE.)		z. TOTAL DEDUCTIONS (ENTER ON LINE 5 ABOVE)	\$

SCHEDULE Y - BUSINESS ALLOCATION FORMULA

	a. LOCATED EVERYWHERE	b. LOCATED IN EAST LIVERPOOL	c. PERCENTAGE (b-a)
STEP 1. AVERAGE VALUE OF REAL & TANGIBLE PERSONAL PROPERTY GROSS ANNUAL RENTALS MULTIPLIED BY 8 TOTAL STEP 1	\$	\$	%
STEP 2. GROSS RECEIPTS FROM SALES MADE AND/OR WORK OR SERVICES PERFORMED	\$	\$	%
STEP 3. WAGES, SALARIES, ETC. PAID	\$	\$	%
STEP 4. TOTAL PERCENTAGES			%
STEP 5. AVERAGE PERCENTAGE (DIVIDE LINE 4 BY NUMBER OF FACTORS IN COLUMN a) - CARRY TO LINE 8 - ABOVE			%

THE UNDERSIGNED DECLARES THAT THIS RETURN AND ACCOMPANYING SCHEDULES IS A TRUE, CORRECT AND COMPLETE RETURN FOR THE TAXABLE PERIOD STATED AND THAT THE FIGURES USED HEREIN ARE THE SAME AS USED FOR FEDERAL INCOME TAX PURPOSES.

SIGNATURE OF PERSON PREPARING, IF OTHER THAN TAXPAYER - DATE

TAX OFFICE COPY

SIGNATURE OF TAXPAYER/AGENT/DATE

NO REFUND/REMITTANCE DUE IF LESS THAN \$1.00