**VILLAGE OF CALDWELL INCOME TAX**

TAX RATE - 1.0% (EFFECTIVE 1/1/2018)

GENERAL INFORMATION

**WHO MUST FILE A TAX RETURN?** All Caldwell residents, age 18 and over, and businesses who receive taxable income are required to file a Village of Caldwell Income Tax return by April 15, 2019 **even if no tax is due**. All new residents must register with the tax department. Appeals may be submitted to the Board of Review. If you need assistance, please visit this office at 215 West Street, Caldwell, or contact this office at (740)-732-2053. Failure to comply will result in a delinquent account status and will be subject to penalty charges.

**Residents:**

1. Residents (age 18 and over) and businesses inside the Village of Caldwell corporation limits who receive taxable income (see list below) for work done or services performed or rendered from all sources of income received inside and outside the village.
2. Residents owning rental property located inside or outside the village pay on the net income as reported on the Federal Income Tax Return
3. Partial year residents must figure both the tax liability and the credit only on the portion of the income earned as a Caldwell resident. To pro-rate resident income: divide the income earned by the number of months worked and multiply by the number of months lived in Caldwell. (For example: total amount earned $25000 divided by 12 months worked = $2083.33. If this resident moved out of the village on October 31st, multiply $2083.33 by 10 months lived inside the village = $20833.30 taxable income while living inside the corporation limit.) Use the same formula for calculating any credit given (taxes withheld by employer). If you need assistance, please contact or visit this office.

**Non-Residents:**

1. Non-residents of the Village of Caldwell who receive salaries, wages, commissions or other income for work performed within the village or whose employer did not withhold tax, must file a Village of Caldwell return.
2. Non-residents owning rental property situated within the Village of Caldwell must pay on the net income as reported on the Federal Return.
3. If you are requesting that your account be inactivated due to your moving from the village, please enter the date of your move and attach supporting documentation with regard to your relocation.

**NON-TAXABLE INCOME:**

* Interest and dividend income, annuity distributions, capital gains
* Welfare benefits, Social Security benefits, state unemployment benefits, worker’s compensation, alimony
* Active duty military pay (including National Guard active duty).
* Patent and copyright income.
* Proceeds of life insurance, compensatory insurance proceeds from property damage or personal injury settlements.
* Housing allowances for clergy to the extent that the alliance is used to provide a home.
* Prizes or gifts not connected with employment.
* Income from qualified pension plans.
* Sect 125 Cafeteria Plans
* Third party sick-pay.

**TAXABLE INCOME:**

* Wages, salaries, bonuses, tips and other compensations, commissions, fees, and other earned income.
* Lottery and gambling winnings over $1200
* Sub pay, vacation pay, strike pay, directors fees, income from jury duty, union steward fees
* Employee contributions to retirement plans and tax deferred annuity plans
* Net profits of business, professions, corporations, partnerships, income from partnerships, estates, or trusts
* Employee contributions to costs of fringe benefits, Income from wage continuation plans (including retirement incentive plans and severance pay
* Stock options (taxed when exercised, usually valued at market price less option price on the date option is exercised)
* Farm net income
* Profit sharing from a non-qualified plan or if received as a bonus.
* Bonuses from oil and gas.
* Royalties

**WHEN TO FILE RETURN: DUE DATES:** Taxpayers whose year ends December 31 must file on or before April 15. Fiscal year taxpayer’s returns are due four (4) months from the date of the year-end. Penalty and interest fill be assessed on late returns and late payments. **EXTENSIONS**: A copy of the accepted Federal Extension Application (form 4868) must be submitted to this tax office on or before April 16, 2019.

**WHERE TO FILE:** Returns must be filed with the Village of Caldwell Income Tax Department, 215 West Street, Caldwell OH 43724. The total balance due, including penalty and interest charges and estimated tax payments must accompany the return. Returns mailed, must be post marked on or before April 16, 2019. Returns must be completed before filing and can also be filed in person at the income tax office. A night deposit box is located to the left of the front door at Village Hall. Please pay by check or money order if using the night deposit box, no cash.

**ATTACHMENTS:** Documentation supporting all income shown on your return must be attached. This includes a copy of the front page of your Federal Tax Return. Failure to comply will result in a delinquent account status and penalty charges.

**CONTACT INFORMATION:** For additional information, you may contact the Income Tax Department at (740)-732-2053. Income tax office hours are 9:00 am to 4:00 pm Monday through Friday. Additional copies of these forms can be obtained at [**www.caldwellohio.org**](http://www.caldwellohio.org), or by contacting this office.

**METHODS OF PAYMENT**: Cash, checks and money orders are accepted. Checks and money orders should be made payable to: Village of Caldwell Income Tax Department.

If you are unemployed, retired, or receive disability payments or SSI and have no other income, please make a note beside your name & address and return form by April 15, 2019

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LINE BY LINE INSTRUCTIONS

**PLEASE NOTE: A COPY OF THE FRONT PAGE OF YOUR 2018 FEDERAL INCOME TAX RETURN MUST BE ATTACHED.**

YOUR RETURN IS INCOMPLETE IF THE REQUIRED DOCUMENTATION IS NOT ATTACHED.

All returns must contain the signature of the taxpayer (or duly assigned agent), the preparer of the tax return if other than the taxpayer, the taxpayer’s social security number or taxpayer identification number. ORC 718.05(F)(1)

When completing the return, please round to the nearest whole number. Spouses may file a joint return for the Village even if a joint return isn’t used for the Federal Income Tax or State of Ohio Income Tax returns.

LINE 1: Enter total gross wages, salaries and other employee compensation before deductions. (Use Box 5 Medicare Wages or Box 18 Local Wages, whichever figure is larger.) **ATTACH ALL W-2’S AND/OR 1099’S.** If part-year resident, refer to GENERAL INSTRUCTIONS on pro-rating income.

LINE 2: Enter business income or loss – Business or Rental losses cannot be deducted from income on Line 1. Enter rental income or loss. (Include Gas/Oil bonus). Enter Gambling & lotter winnings over $1200 – (including winnings within the corporation limit). Non-Residents must file on winnings obtained within the corporation limits of the village. **ATTACH ALL SCHEDULES PERTAINING TO INCOME USED.**

LINE 3: Add Lines 1 & 2 for the total taxable income.

LINE 4: To find the Caldwell tax due before credits, multiply Line 3 by 1% and enter it on Line 4.

LINE 5: Enter any estimated tax payments made to the Village of Caldwell for the 2018 tax year.

LINE 6: Enter Caldwell Income Tax withheld from each W-2.

LINE 7: Enter overpayment from previous years. (This won’t apply for the 2018 tax year because this is the first tax year for Village residents.)

LINE 8: Enter tax credits paid into other municipalities. Credit cannot exceed 1% of income earned in each location. If you work in a municipality that withholds income tax at a higher rate than 1% from your check, you only get credit for 1% and you will NOT be owed a refund from the Village of Caldwell.

LINE 9: Add Lines 5 through 8. This number is your total credit.

LINE 10: If Line 9 is greater than Line 4, subtract Line 4 from Line 9. If Line 10 shows an overpayment/credit, enter the amount to be carried over on LINE 11 or enter the amount to be refunded on LINE 12. NOTE: No refunds under the amount of $10.00 will be issued.

LINE 13: If Line 4 is greater than Line 9, subtract Line 9 from Line 4. This is the tax amount you owe. NOTE: Payments under $10.00 are not required. All payments must be postmarked on or before April 16, 2019. Late filing penalty of $25 per month per return will be assessed (capped at $150 per return). Late payment penalty on unpaid income tax and unpaid estimated income tax is a one-time 15% of the amount not timely paid. Interest for tax year 2018 and beyond is an annualized rate based on the Federal Reserve rate for the prior year plus 6%.

**INSTRUCTIONS FOR DECLARATION OF ESTIMATED INCOME TAX**

**Who must file a Declaration of Estimated Income Tax:** Every taxpayer who anticipates receiving taxable income subject to Caldwell Income Tax, which is not subject to withholdings, and has a balance of tax due of $200.00 or more must file a Declaration of Estimate for 2019. This estimate can be amended at any time if the employment situation changes. Payments are to be made quarterly. Due dates are April 15, July 15, October 15, and January 15. Vouchers will be sent prior to the due date. Please notify this office to amend the Declaration of Estimate for 2019 after you have filed. Payments not received by the due dates are subject to penalty charges. (NOTE: This rule is set forth by the State of Ohio. Please see ORC 718.08 for further information.)

LINE 15: Enter the estimated income for 2019. This number is based on your tax liability for the previous year and your current employment situation.

LINE 16: Multiply line 15 by 1% and enter it on Line 16.

LINE 17: Enter the amount you anticipate your employer withholding from your paychecks, if any. Again, this number is based on the 2018 totals.

LINE 18: If you are carrying over a credit to 2019, please enter the amount of Line 11 here.

LINE 19: Subtract Lines 17 and 18 from Line 16. This is the Net Estimated Tax Due.

LINE 20: Multiply Line 19 by 25%. This is the minimum amount due for the first quarter.

LINE 21: Add Lines 13, 14, and 20. This is the total amount due at this time.

**ALL RETURNS, PAYMENTS, AND ESTIMATES MUST BE POSTMARKED BY APRIL 16, 2019**