

**VILLAGE OF HOPEDALE****MUNICIPAL TAXABLE INCOME****INSTRUCTIONS:**

A. Corporations and Partnerships-use the reconciliation to municipal taxable income form to complete municipal taxable income.

B. Every person that is a resident of the Village of Hopedale that has an income subject to tax is required to file a return, irrespective of whether such withholdings have been withheld and reported on your W-2 form (s). Self-employed Hopedale residents and non-residents with businesses located within the Village Of Hopedale earning an income subject to the tax are required to file a return and pay any tax due.

**Non-residents are not required to file if their employer has withheld the required tax for the Village of Hopedale.**

The following items from Federal Form 1040 must be combined and shown on Line 1:

\* Block 5 (Medicare Wages) on W-2 form(s.) Attach a copy of all W-2's.

\* Payments made to employees by an employer as vacation wages are taxable. Payments made to an employee by an employer under a wage continuation plan during times of disability or sickness are taxable.

\* Business income-Attach a copy of Schedule C. **Business losses are not deductible from W-2 wages. ATTACH A COPY OF FEDERAL SCHEDULE E.**

\* Rents, partnerships, estates or trusts-attach a copy of Federal Schedule E.

\* Farm income-attach a copy of Schedule F.

\* Other income-all other earned income reported on this line must be

included in municipal taxable income.

\* Employee business expenses may be deducted, Federal Form 2106 and Schedule A, Form 1040 must be attached.

Note: Even though you may not be required to file Federal Form 1040, if you have the types of income shown above that have not been withheld on, you must file this return.

**C. Non-resident Individuals**-follow the same procedure as for resident individuals, but, only include those items of income attributable to the Village of Hopedale.

**D. Persons under the age of 18 years of age** are not subject to the tax. A refund may be requested if the tax has been withheld. All requests for refunds shall be addressed to the administrator and shall be in writing and accompanied by a copy of the person's birth certificate.

**E. Income Not taxable** includes dividends, interest, military pay and allowances, insurance proceeds, pensions, annuities, alimony, Social Security, Medicare, poor relief, unemployment insurance benefits, gifts, inheritances, scholarships, involuntary conversions, royalties and other revenue from intangible property. The income of religious, fraternal, charitable or other non-profit associations are exempt from the tax if exempt from real estate or exempt by enumeration in Section 718.01 of the Ohio Revised Code or Section 501(a) of the Internal Revenue Code.

**F. Joint Returns** are allowable but each individual's tax liability is treated separately.

**G. File on or before April 15** following the closing of the calendar year. If the return is made for a fiscal year or any period less than a year, file within 4 months from the end of the fiscal year or other period.

**H. Extensions of Time to File** A federal extension will extend the municipal due date to the last day of the month following the month to which the due date of the federal return has been extended. A copy of the federal extension must be filed with the Administrator on or before the

original due date for filing the return.

**I. Rounding Off** to the Whole Dollars is permitted. Eliminate any amount less than fifty cents and increase any amount from fifty cents through ninety-nine cents to the next highest dollar.