



CITY OF DUBLIN, OHIO
Division of Taxation
P.O. Box 9062
Dublin, Ohio 43017-0962
Telephone V/TDD (614) 410-4400
Telephone (614) 410-4460
Toll Free (888) 490-8154
Fax (614) 923-5520

DUBLIN INDIVIDUAL INCOME TAX RETURN INSTRUCTIONS 2003

Additional Forms Available at
www.dublin.oh.us

WHO MUST FILE: Every Dublin resident eighteen years of age and older must file a Dublin Income Tax Return. Every person earning income in Dublin not subject to the withholding of Dublin income tax must also file an annual Dublin Income Tax Return. See page two of the instructions for a list of items that are not taxed. If a person is under 18 and employed with **Dublin** city tax withheld, a return must be filed, with proof of age, to receive a refund. Any person or unincorporated business having income within the City is required to file a return.

FILING STATUS: Taxpayers who prepare their federal and state tax returns using the "married filing separate" status to lower their overall tax liability may still file a joint return for the City of Dublin. Filing a joint return will neither increase nor decrease your City of Dublin tax liability.

WHEN AND WHERE TO FILE: This return must be filed on or before April 15th. Make checks or money orders payable to **CITY OF DUBLIN** and mail to: **Dublin Income Tax Division, PO Box 800, Dublin, Ohio 43017-0900.**

If the deadline cannot be met, a copy of the Federal request for extension or a letter requesting an extension which includes name, address, social security or federal identification number **MUST BE FILED WITH THE INCOME TAX DIVISION BY THE ORIGINAL DUE DATE OF THE RETURN.** An extension request is not an extension of time to pay. Payment of any estimated tax due should accompany the extension request. If no extension is filed, penalty and interest charges will apply. A copy of the extension request should also be attached to the return when it is filed.

PARTIAL YEAR RESIDENTS: If you only lived in Dublin during part of the taxable year, you must file a tax return covering that time. Report the amount of income you earned while you lived in Dublin. Pay statements with year-to-date figures or a statement from your payroll department must be used if available. When the actual amount you earned while living in Dublin cannot be determined, you may break down your earnings by the number of months employed at the job arriving at a monthly earnings figure. Use the monthly earnings figure multiplied by the number of months of residency to find your taxable amount. If you pro-rate your income, you must also pro-rate your city tax that was withheld on the same income. Attach a worksheet explaining your calculations.

ESTIMATED TAX PAYMENTS: Every person who anticipates any taxable income which is not subject to withholding of income tax or who engages in any business, profession, enterprise or activity subject to Dublin taxation shall file and pay estimated tax, if the amount of tax estimated is \$100 or more. Such payments are due on April 15, July 31, October 31, and January 31 of the following year. The first estimated tax form is found at the bottom of the income tax return. Estimated payment vouchers have been provided for the 2nd, 3rd and 4th quarters. A declaration and payment of estimated tax which is less than ninety percent (90%) of the tax shown on the final return or less than one hundred percent (100%) of the previous year's tax shall not be considered in good faith and the difference shall be subject to penalties and interest.

PENALTIES AND INTEREST: Penalty and interest for late filing, failure to file, late payment or underpayment of estimated tax, shall be imposed at the rate of 10% penalty and 18% interest (1.5% per month or fraction thereof) as provided by ordinance. Failure to file a timely tax return may result in a maximum penalty of \$100 per tax year. No penalty for failure to pay estimated tax will apply to an entity (individual, corporate or association) whose tax for the year, after credit for tax withheld, is less than \$100.

PAYMENTS UNDER ONE DOLLAR: Payments of less than one dollar and one cent (\$1.01) of net tax due are not required to be paid, nor will refunds of less than one dollar and one cent (\$1.01) be made.

TAXABLE INCOME:

- A. For **RESIDENTS**, taxable income includes all salaries, wages, commissions, bonuses, tips and other compensation regardless of where it was earned. Taxable income also includes the net profits of all unincorporated businesses such as real estate and equipment rentals, sole proprietorships and your share of partnership income (whether distributed or not). These unincorporated business profits are taxable regardless of where the business was conducted. You may be entitled to a credit for taxes paid to the city where the income was earned.
- B. For **NONRESIDENTS**, taxable income includes all salaries, wages, commissions, bonuses, tips and other compensation earned in the City of Dublin. Taxable income also includes the net profits of all unincorporated businesses such as real estate and equipment rentals, sole proprietorships and your share of partnership income (whether distributed or not) if the business was conducted in the City of Dublin.

Taxable wages are calculated before **ANY DEDUCTION**. Wages for city tax purposes may differ from the Federal wages reported on your W-2 (see Box 20 of your W-2 forms). City taxable wages include all wages that may be deferred or excluded from Federal and State wages. Treat disability income as wages unless it is received from Worker's Compensation or from insurance paid by you. Passive activity losses are deducted the year incurred: carryforwards are not allowed for city tax purposes. Income from intangibles (interest and dividends you received) are not taxable.

NON-TAXABLE INCOME: Non-taxable income includes military pay, reserve pay, income earned while under age 18, alimony, capital gains/losses, interest, dividends, social security benefits, welfare payments, annuities at the time of distribution, pension income, royalties derived from intangible property and income which the City is specifically prohibited from taxing.

EMPLOYEE BUSINESS EXPENSES: Employee business expenses, as defined on Federal Form 2106, may be deducted against income subject to city taxation. If income is allocated between cities, 2106 expenses should likewise be allocated, and tax credit reduced accordingly. Federal Form 2106 **MUST** be included with return.

MOVING EXPENSE REIMBURSEMENT: (follow Federal rules but nonreimbursed expenses are not deductible).

UNINCORPORATED BUSINESS ACTIVITY: The net loss from an unincorporated business activity may not be used to offset salaries, wages, commissions or other compensation. However, if a taxpayer is engaged in two or more taxable business activities to be included on the same return, the net loss of one unincorporated business activity, except any portion of a loss separately reportable for municipal tax purposes to another taxing entity, may be used to offset the profits of another for purposes of arriving at overall net profits.

S-CORPORATIONS: The City of Dublin does not recognize corporate income at the individual level. S-Corporations doing business in Dublin must file a City of Dublin Business Income Tax Return. Distributions from S-Corporations are not taxable at the individual level.

AMENDED RETURNS: Amended returns are accepted by completing an income tax return with the words "Amended Return" written in red ink across the top and the year being amended. There is a three-year limitation on amended returns for refunds.

REFUNDS: A special refund form is required to be filed for taxpayers who have income tax withheld in error or those non-residents who spend time outside Dublin, yet have Dublin tax withheld on their entire income. Refunds must be filed within three years of the date the taxes were due. No special refund form is necessary for Dublin residents, any refund requested by a Dublin resident should be made on their Dublin tax return.

DISCLAIMER: Definitions and instructions are illustrative only. Chapter 35 of the Dublin Codified Ordinance supersedes any interpretation presented.

ATTACHMENTS REQUIRED WITH ALL RETURNS: W-2'S AND FEDERAL SCHEDULES

Instructions for Preparing City of Dublin Income Tax Return

- Line 1.** Enter total amount of wages, salaries and other employee compensation. If you have multiple W-2's or 2106 expenses, complete Worksheet A on back of return. Attach all W-2's and 1099's.
- Line 2.** Enter 2106 expenses from Worksheet A, Column 3E. When you reduce income earned in another city by 2106 expenses, you must also reduce the tax withheld by the same percentage. Form 2106 MUST be attached.
- Line 3.** Subtract line 2 from line 1.
- Line 4.** Enter the amount of other income from schedules C, E or O from the back of the return, but not less than -0-. Attach appropriate schedules and documentation.
- Line 5.** Add lines 3 and 4.
- Line 6.** Use this space to enter income exempt from taxation from Schedule X on the back of the return. This would include part-year resident income and any other income included on line 5 which is not taxable. Please attach appropriate documentation.
- Line 7.** Subtract line 6 from line 5.
- Line 8.** Multiply line 7 by 2% (.02)
- Line 9.** Enter tax withheld for Dublin from W-2's.
- Lines 10 & 11.** Enter any estimated payments or prior year credits.
- Lines 12 & 13.** Enter other city credits from Worksheet A, W-2's or other city returns. Attach appropriate documentation verifying credits.
- Line 14.** Add lines 9 through 13.
- Line 15.** Subtract line 14 from line 8. If line 14 is less than line 8, enter balance due. If line 14 is greater than line 8, skip lines 16, 17 and 18 and enter overpayment on line 19.

NOTE: If you are fully withheld and not required to make estimated payments, **STOP HERE**, sign and date return and mail in the enclosed envelope.

- Lines 16 & 17.** Enter penalty and interest, if applicable.
- Line 18.** Add lines 15, 16 and 17.
- Line 19.** If line 14 is greater than line 8, enter overpayment.
- Line 20 & 21.** Indicate disposition of overpayment either by refunding or crediting the overpayment to next year.
- Lines 22 through 27.** Complete only if you are required to make estimated payments. Estimated payments are required for those individuals who anticipate any taxable income which is not subject to withholding of income tax or where the income tax is not fully paid to another city. If Line 24 is less than \$100, no estimate payment is required.
- Line 28.** Enter amount from line 18.
- Line 29.** **Add line 27 and line 28.** Make checks payable to the City of Dublin.

TAXABLE INCOME

<ul style="list-style-type: none"> Wages, salaries and other compensation Bonuses, stipends and tip income Commissions, fees and other earned income Sick pay (including third party sick pay) Employer supplemental unemployment benefits (SUB pay) Employee contributions to retirement plans and tax deferred annuity plans (including Sec. 401k, Sec. 403b, 457b, etc.) Contributions made by or on behalf of employees to cafeteria plans (Sec. 125, etc.) Net rental income Net profits of businesses, professions, sole proprietorship, etc. Income from partnerships, estates or trusts Employee contributions to cost of fringe benefits Ordinary gains as reported on Federal Form 4797 Income from wage continuation plans (including retirement incentive plans and severance pay) Vacation pay Lottery winnings 	<ul style="list-style-type: none"> Stock options Net farm income Employer-paid premiums for group term life insurance over \$50,000 Compensation paid in goods or services or property usage (taxed at fair market value) Contributions made on behalf of employees to tax deferred annuity programs Income from guaranteed annual wage contract Prizes and gifts, if connected with employment, to the same extent as taxable for Federal Income Tax purposes Director fees Income from jury duty Union steward fees Strike pay Uniform, automobile, moving and travel allowances Employer-provided educational assistance, taxable to the same extent as for federal taxation Executor fees
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NON-TAXABLE INCOME

<ul style="list-style-type: none"> Interest or dividend income Welfare benefits Social Security Income from qualified pension plans State unemployment benefits Worker's compensation Proceeds of life insurance Alimony 	<ul style="list-style-type: none"> Military pay including reserve pay Earnings of persons under 18 years of age Capital gains Patent and copyright income Royalties derived from intangible property Annuity distributions Compensatory insurance proceeds derived from property damage or personal injury settlements
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Above lists are not all-inclusive. For items not listed, contact the Division of Taxation for clarification at (614) 410-4460.