

## INSTRUCTIONS FOR PREPARING MONTPELIER VILLAGE INCOME TAX RETURN

**Heading** – If this return is made for a period of time other than the calendar year, insert the beginning and ending date of the period. Enter your name, address and social security number, if it is not already printed on your return or needs corrected.

**Line 1 -** **(Column A)** Enter the name of each individual employer from W-2 form.  
**(Column B)** Enter the city of each employer where you perform your work.  
**(Column C)** Enter the amount of city tax withheld for another city (not to exceed 1.5%) as shown on W-2 form.  
**(Column D)** Enter the amount of Montpelier Village tax withheld as shown on W-2 form.  
**(Column E)** Enter the total amount of all gross compensation from all W-2 forms for the tax year as listed on your return.

Each W-2 form should be examined in all wage areas for the highest wages. Income taxable by the Village may differ from income taxed by the Internal Revenue Service. Be sure to attach all W-2 forms. A W-2 form photocopy will be accepted as long as it is readable.

**Line 2 -** Enter total amount of other income from page 2 (Schedule C, E & H). Copy of federal schedules required.

**Line 3 -** Enter total of Column E (Gross Earnings) & Line 2. **DO NOT DEDUCT LOSSES FROM W-2 INCOME.**

**Line 4 -** Enter any total adjustments (Form 2106 along with copy of schedule A must be attached)

**Line 5 -** Line 3 minus any adjustments from Line 4.

**Line 6 -** Multiply amount on Line 5 by 1.5%. Enter total on this line. This is your Tax Liability.

**Line 7 - CREDITS:**

**(a)** Enter total tax credits withheld from other cities (Total Column 1C); not to exceed 1.5%

**(b)** Enter Montpelier Village tax withheld (Total Column 1D)

**(c)** Amount paid on a Declaration of Estimated Tax and any overpayment from a previous year will appear on this line.

**(d)** Add together credit lines 7a, b, c.

**Line 8** **(a)** Subtract Line 7d from Line 6. Enter the difference here. **TAX DUE.**

**(b)** If Line 7d exceeds Line 6 enter difference of overpayment on this line.

**(c)** Enter amount you want applied to next years estimated tax. (Less than \$2.00 not credited.)

**(d)** Enter amount you want refunded after being audited by the Tax Department. (Less than \$2.00 not refunded)

**Line 9** Enter minimum late fee if filing this return after April 15<sup>th</sup>, or filing past extended due date as granted by our office. Late fee is \$25.00 for first time filing late, and \$75.00 for each subsequent instance.

**Line 10** Interest is 1.0% per month, if tax liability is not paid by April 15<sup>th</sup>.

**Line 11** Line 8a added to Line 9 & 10. Enter **TOTAL AMOUNT PAYABLE WITH THIS RETURN** on or before April 15<sup>th</sup>.

### DECLARATION OF ESTIMATED TAX

**Line 12** Enter here total estimated tax on income subject to tax, multiplied by a **tax rate of 1.5%**.

**Line 13** Enter any Montpelier tax to be withheld or credit for tax withheld/paid to another city.

**Line 14** Enter total from Line 13 (Box 1 and 2).

**Line 15** Enter next tax due by subtracting Line 14 from Line 12.

**Line 16** Enter amount due with estimate ¼ of line 15 payable with this return on or before April 15<sup>th</sup>.

**Line 17** If applicable, enter overpayment from previous year (Credit Line 8c). If credit Line 8c exceeds Line 16, credit will carry over into 2<sup>nd</sup> quarter payment. No estimate tax will be due at this time, unless you want to pay remaining estimate balance in full for the year.

**Line 18** Subtract Line 17 from Line 16.

**Line 19** **AMOUNT DUE WITH THIS FORM** on or before April 15.

ALL W-2 FORMS AND APPROPRIATE FEDERAL SCHEDULES MUST BE ATTACHED TO THE BACK OF TAX RETURN TO BE COMPLETE. IF NOT ATTACHED, THEY WILL BE RETURNED MARKED INCOMPLETE AND WILL NEED TO BE RESUBMITTED WITH PROPER SUPPORT DOCUMENTATION BEFORE APRIL 15 OR MAY BE SUBJECT TO A LATE FILING FEE.

SIGNATURE – YOUR TAX RETURN MUST BE SIGNED AND DATED BEFORE SUBMITTING IT TO THE MONTPELIER VILLAGE INCOME TAX DEPARTMENT. A RETURN IS NOT FILED WITHIN THE MEANING OF THE LAW, UNTIL SIGNED BY THE TAXPAYER OR AN AGENT LEGALLY AUTHORIZED TO SIGN TAX RETURNS FOR SUCH TAXPAYER, ANY RETURN RECEIVED UNSIGNED WILL BE RETURNED FOR PROPER SIGNATURE.

## IMPORTANT PLEASE READ

This is your Montpelier Village Income Tax Return. Included are the Annual Return, Declaration of Estimated Tax and instructions.

Our tax staff is available to assist you in completing your Village of Montpelier tax return and answer any questions you may have about your tax filing. Our office is located at the Municipal Building, 211 N Jonesville St. Phone 419-485-5543. Office hours are 8:00 a.m. – 4:30 p.m. Monday through Friday.

Estimated tax, when applicable, must be paid in quarterly installments on all earned income without payroll withholding or less than 1.5% withholding. First quarter payment must be included with the initial filing of a Declaration of Estimated Tax. Remaining quarterly payments will be billed when due. Taxpayers filing on fiscal year basis should substitute appropriate dates. Paid estimates must be within 80% of the actual taxes due or an amount equal to your tax liability from the previous year. A penalty will be assessed for nonpayment or underpayment of the estimated tax.

Make sure your remittance for tax due is enclosed with your return along with copies of all appropriate Federal forms, schedules and W-2 copies as necessary for support documentation. Make checks payable to Village of Montpelier Income Tax. There will be a \$10.00 charge for returned checks.

## GENERAL INFORMATION

### WHO IS REQUIRED TO FILE A RETURN:

In accordance with Village ordinance the following entities are required to file a village tax return:

Every resident, 18 years of age and older having taxable earned income.

Non-residents, 18 years of age and older having taxable earned income and village tax was withheld at a rate less than 1.5%, or village tax was not withheld but work was performed in Montpelier.

Every Business Entity, (individual proprietorship, partnership, corporation, profession, etc.) whether a resident or nonresident who conducts a business in Montpelier must file a return and pay any tax on net profit. If you have a net loss you are still required to file a return. (Business includes rental and farm income).

### PARTIAL YEAR RESIDENT:

If you were a resident of Montpelier for only a portion of the year, you are only subject to tax on the income earned during the period of your residency. If your W-2 indicates wages for 12 months, you must obtain a statement from your employer on your gross wages earned during partial year period or contact the Montpelier tax office for instructions.

### WHEN AND WHERE TO FILE RETURNS:

File with the Tax Administrator, Village of Montpelier 211 N Jonesville St, Montpelier OH 43543 or by mail to Village of Montpelier Income Tax, PO Box 148, Montpelier OH 43543. Calendar year filings are due on or before April 15<sup>th</sup>. Fiscal year taxpayers must file on or before 105 days following the close of their fiscal year. **If no request for extension is filed before the due date, a late fee will be applied.**

### FILING EXTENSIONS:

Taxpayers will be granted extensions if a written request or a copy of the Federal Extension is provided to the Montpelier Tax Department on or before April 15<sup>th</sup>. The extension is only for the filing of the return, not for payment of the tax due. Interest will still be applied from the original due date.

### PENALTY AND INTEREST:

For the first instance of late or unfiled documents, a \$25.00 late fee will apply, and for each subsequent instance the late fee will be \$75.00. Penalties will also be applied to an unpaid balance as follows; 5% of the unpaid tax for each month for the first six months of nonpayment, or \$25.00 per month for the first six months, whichever is the greater. Any portion of a month unpaid is considered unpaid for the month. Any balance remaining unpaid after its due date shall bear interest on the amount of the unpaid tax at the rate of 12% per annum.

◆ Additional copies of the tax form and instructions can be downloaded through our website at [www.montpelieroh.net](http://www.montpelieroh.net). ◆