

INSTRUCTIONS FOR FILING KALIDA INCOME TAX RETURNS

Who is required to file a return:

Kalida has mandatory filing for all residents, businesses within the corporation limits. Employers are required to withhold tax for all Non-residents working within the corporation limits. All individuals 18 years of age or older, partnerships, corporations and other entities are required to file.

When and where to file:

On or before the **30th day of April** or 90 days after the end of your fiscal year for fiscal year taxpayers, after this date penalties will be applied. The return is to be filed with and any checks made out to:

**Village of Kalida Income Tax
PO Box 495, 110 S. Broad St.
Kalida , Ohio 45853**

The total amount of tax due must be paid when the return is filed. Checks or money orders should be made payable to the **Village of Kalida, Income Tax**. Additional taxes due or refunds of less than \$1.00 will not be collected or refunded. Employer Withholdings are to be paid Quarterly, due the 30th of the Month following the end of the fiscal quarter.

A copy of all W-2's and 1099 (if applicable) shall be attached to your return for proper verification.

Make sure your return is signed and dated.

Generally you should use box 5 (Medicare wages) of your W-2, DO NOT use box 1.

Income tax is levied upon the following:

- A. One percent (1%) On all salaries, wages, bonuses, commissions, rents(exceeding \$100.00 per month), and other personal service compensation received by Kalida residents from all services or received by non-residents of Kalida for work done, rents, or services performed or rendered in Kalida.
- B. If you are a Kalida resident individual taxpayer and have taxes paid to another municipality, you will be granted credit for those taxes up to a 1% tax rate for the year. However, if the tax you pay to another city is less than 1%, you will be required to pay the difference.
- C. On the net profits of all unincorporated business, partnerships, professions, or other activities derived from work done, rents or sales made, services performed or rendered, and business or other activities conducted in Kalida.
- D. On the portion of the distributive share of net profits earned and allocable to a resident individual, partner, partnership, or owner of an unincorporated business entity derived from work done, rents or sales made, services performed or rendered, and business or other activities conducted in Kalida, if the Tax on these net profits is not paid by the unincorporated business entity as provided in paragraph (B) above.
- E. On the net profits of all corporations derived from work done, rents or sales made, services performed or rendered, and business or other activities conducted in Kalida.
- F. On gains from the sale, exchange, or other disposition of tangible personal property used in a trade or business to the extent of depreciation previously allowed.
- G. On the disability income, sick and vacation pay, and unemployment benefits received from your employer.

Income not taxable:

Taxable income should not include poor relief, unemployment insurance benefits, old age pensions, or similar benefits received from any governmental agency, religious or educational organization. Proceeds of insurance, annuities, workmen's compensation insurance, social security, pensions, unqualified stock options, compensation for damages for personal injury and like reimbursements and compensations for damages to property by way of insurance, not including damages for loss of profits. Interest and dividends from tangible property, royalties, active duty, reserve or military pay, allowances received by members of the armed forces of the United States, alimony received, prizes and lottery winnings, and wages earned by individuals/students under 18 years old earning less than \$750.00 annually.

Extensions:

Taxpayers granted extensions of time for filing their federal income tax returns have automatic extensions of time for filing their Kalida income tax return if a copy of the federal extension application or a written request is forwarded to the Village of Kalida on or before the original due date of the return.

Any questions contact: Village of Kalida office at 419-532-3899.