

2021 VILLAGE OF JEFFERSON INCOME TAX INSTRUCTIONS

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Office Hours: Monday through Thursday 8:00AM to 4:30PM and Friday 8:00AM to Noon

These are Basic Instruction for the preparation of the Annual Income Tax Return and Estimated Tax Payments.

MANDATORY TAX FILING-ALL RESIDENTS AND PART YEAR RESIDENTS of Jefferson, Ohio eighteen years of age or older are required to file an Annual Tax Return with the Village of Jefferson Income Tax Dept.

RETIRED AND TAXPAYERS WITH NO TAXABLE INCOME-Retirees must complete our exemption certificate to be exempt from filing. Individuals with no taxable income are still required to file just check the category that applies to you, sign the form and file with the Tax Department. (Contact our office if you need assistance.)

The Tax Rate for Tax Year 2021 is 1.5%

BEFORE PREPARING YOUR RETURN-Please review the instructions and the following points:

- **ATTACH ALL REQUIRED FORMS** (Federal 1040 and any corresponding schedules), W-2, 1099)
- **SIGN THE RETURN** (taxpayer and spouse must both sign a joint return)
- **INCLUDE PAYMENT** of any tax due (late payment is subject to penalty and interest charges)
- **FILE YOUR TAX RETURN** or your **FILING EXTENSION REQUEST** by April 15th or the Federal Due Date. (The Late Filing Penalty is \$25.00 per month-maximum \$150.00)
- **CONTACT OUR OFFICE** if you need assistance

GENERAL INSTRUCTIONS

1. WHO MUST FILE: MANDATORY FILING

Resident individuals 18 years of age or older are required to file regardless of income. Partnerships, corporations and any other entity having income taxable by the Village of Jefferson from which total Village income tax due has not been fully/correctly withheld, and/or who engage in a business or profession in or outside the Village of Jefferson regardless of whether the business showed a profit or a loss. Nonresident individuals, partnerships, corporations and any other entity having earned income in the Village of Jefferson from which total Village income tax has not been fully withheld and/or who is engaged in business or profession in the Village of Jefferson whether the business showed a profit or loss; or any individual, partnership, corporation, or other entity owning property in the village.

2. WHEN AND WHERE TO FILE RETURNS:

The **FILING DUE DATE** is **April 15th** or the **Federal Due Date**. Businesses filing on a **FISCAL YEAR**, must file within 1-5 days following the end of the period.

The return should be filed with the Income Tax Department at the address shown on the return. Checks or money orders should be made payable to Village of Jefferson. Total amount due must be paid when filing this return. No payment due or refund paid if balance is less than ten dollars (\$10.00). The inability to pay taxes owed should not preclude the timely filing of this return.

3. EXTENSION OF TIME TO FILE:

If the deadline to file cannot be met, an automatic extension will be granted if taxpayer received an extension on his federal return. If an extension was not requested or received for federal purposes, a taxpayer may still request an extension to file his city tax by sending a request to the Tax office by the extended due date. An extension of time to file is not an extension of time to pay. A copy of the extension must be attached to the return when filed or the return will be considered late and a late filing penalty applied.

4. PENALTY AND INTEREST

Except in those cases where an extension was filed, a late fee of \$25.00 per late month or fraction of a month up to a maximum of \$150.00 shall be due on returns filed after the due date, even when no tax is due. A late payment penalty of 15% of any balance due that remains unpaid after the due date will also be charged unless estimated tax payments of at least 90% of the entire liability has been paid by Dec. 15th (businesses) or Jan. 15th (individuals) of the period covered by the return. Interest will be charged from the original due date of the return until the date of actual payment. See ORC

5. DECLARATION OF ESTIMATED TAX FOR THE FOLLOWING YEAR:

Every taxpayer who anticipates any income or net profits not subject to total withholding of \$200 or greater shall file with the Village a declaration of estimated tax. The first installment must accompany the declaration. Individual filers shall file a declaration of estimated tax and remit payment of the first installment on or before April 15. Remaining quarterly installments should be paid on or before June 15, September 15, and December 15 (businesses) or January 15th (individuals). Any declaration of estimated tax that does not meet the payment requirements shall not be considered filed in good faith and shall be subject to penalty and interest.

6. TAXABLE INCOME

Income subject to taxation includes gross salaries, wages, commissions, bonuses, temporary disability income (not to include Worker's Compensation, SSI benefits, or insurance paid for by the employee), incentive payments, and other compensation. Income from gaming, wagering, lottery, sweepstakes, gambling, sports winnings, winnings from games of chance, prizes and awards is also taxable. For a complete list of taxable and exempt income please reference the Income Tax Ordinance 890 available on our website at www.jeffersonohio.us.

- A. For **RESIDENTS**, taxable income also includes net profits of all unincorporated businesses to include rentals, farm income, sole proprietorships, and the distributive share of resident and non-resident partnership income which is not subject to payment by the partnership. These profits are taxable if they are from services rendered within or outside the Village of Jefferson.
- B. Income from unincorporated businesses shall be deemed to mean the net profits arising from a business or profession where so ever conducted.
- C. For **NONRESIDENTS**, income listed as taxable in the preceding paragraphs are taxable if the income is from services rendered and/or other activities conducted in the Village of Jefferson.
- D. Business and/or Rental losses may be carried forward for five (5) years. A loss may offset a gain as long as they are both in the Village. However, a loss may never offset a gain in another city. Business or Rental losses may not be used to offset wages earned.

Income subject to taxation includes the net profits earned of all corporations derived from work done or services performed or rendered and business or other activities conducted in the Village of Jefferson.

7. TAX CREDIT

Jefferson residents who have earned income in another city and pay local tax in that city. For the Tax Year, credit will be granted up to the Jefferson 1.50% Tax Rate for the full year. Supporting detail is required such as copies of all W-2's showing the taxable wage and taxes paid to cities or provide a copy of the tax return filed with the other city along with any supporting information.

8. RETIREES

As a convenience to retirees, the Village of Jefferson Income Tax Division, with approval of the Village of Jefferson Council, will allow retirees who receive only non-taxable income such as: Social Security, Pension, Dividends or Interest to file an "Exemption Certificate". In order to qualify for this exemption, you must complete the Retiree Exemption Certificate for Retired Individuals. This form is available online.

9. PAYMENT BY CREDIT CARD

Village of Jefferson Income Tax payments can be made by Credit/Debit Card. Payments can be made in person, online or by telephone.

TO PAY BY CREDIT CARD
Visit www.officialpayments.com

Or call 1-888-272-9829

Use jurisdiction code 8447

"Official Payment Corporation" charges a nominal fee for this service
If you have any problem with your credit card payment call 1-866-487-4567