

CITY OF DEER PARK

7777 Blue Ash Rd

Deer Park, Ohio 45236

Tax Office 794-8863

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2011 DEER PARK INCOME TAX RETURN INSTRUCTIONS

DUE DATE: APRIL 17, 2012 (Business: within 4 months of fiscal year end).

RETURN OR EXTENSION MUST BE POSTMARKED OR RECEIVED IN OUR OFFICE BY MIDNIGHT APRIL 17TH.

*****MANDATORY FILING*****

FOR ALL RESIDENTS, excluding retirees and ALL NON-RESIDENTS with profit/loss income earned within our city limits.

The Tax Office will prepare your Deer Park Tax Return free of charge!

PLEASE ATTACH ALL FORMS PERTAINING TO YOUR RETURN; i.e., All W-2's (husband & wife, if applicable). Photocopies accepted. 1099's for Miscellaneous Income (not 1099's from Interest/Dividends), 2106 expense form (if applicable), Schedule C (profit/loss) if self employed, Schedule E - if you own rental property taxable to Deer Park. IF YOU FILE A RETURN WITH ANOTHER CITY and take credit for money paid to them, you must attach a copy of such before we can approve that credit.

- If you moved in or out of Deer Park during 2011, be sure to write that date in the space provided. Prorate your wages **and** credits accordingly.
- Line 1. - Write the total of ALL W-2's.....REMEMBER.... HIGHEST GROSS WAGES are Box 5 Social Security wages . (HGW)
- **Line 2. - Total of Other Income - Business profit-loss only** 1099 Misc., Sched. C, E, 1120, 1165, etc.). A loss is put in brackets, but cannot be deducted from a W-2 wage.
- Line 3. - Total of All Income from lines 1 & 2 of the Deer Park Return
- Line 4a, 4b, and Line 5a, 5b, 5c - applies to a **Business Return ONLY.**
- Line 6. - Bring TOTAL down from line 3 on Individual Return or enter TOTAL from Business Return.
- Line 7. - Multiply TOTAL INCOME by Deer Park's Tax Rate of 1.5% and enter the Tax amount.
- Line 8. - Enter amount withheld for Deer Park Tax by Employers.
- Line 9a - Reflects the amount you paid on your Declaration of Estimated Tax during the past year.
- Line 9b - Credit carryover from prior year(s).
- Line 10. - Credit for taxes paid to other cities NOT TO EXCEED 1.5%. Figure EACH W-2 separately taking HIGHEST GROSS WAGE and multiplying by that city's tax rate to see if the full wage was taxed. If so, then refigure HGW by 1.5% for the allowable credit.
- Line 11. - Enter total credits from lines 8 through 10.
- Line 12. - Subtract line 11 from line 7. If payments are less than tax, enter Balance Due on line 12.
- Line 13. - If payments are larger than tax, enter the Overpayment and check Credit or Refund Box.
- Line 14. - **Penalty - Late Pay** - on the higher of \$25 or 5% per month, up to 25% on unpaid taxes.
Interest - .67% per month on the unpaid balance of tax due.
Late File - \$50.00 Late Filing Fee for Returns filed after Midnight of April 17th.
- Line 15. - Enter the TOTAL AMOUNT DUE - attach Check, MO or Credit Card information.

******* REMEMBER *****YOU MUST SIGN THE RETURN FOR IT TO BE VALID *******

If you received Unemployment, short or long term Disability Benefits, etc., during 2011, you need to attach a year end copy with your return

DON'T FORGET YOU ARE REQUIRED TO FILE AND PAY A DECLARATION OF ESTIMATED TAXES IF YOU WILL OWE MORE THAN \$100.00 FOR 2012.

FAILURE TO FILE ON TIME WILL RESULT IN A \$50 LATE FEE. FAILURE TO PAY ON TIME CARRIES A PENALTY ON THE HIGHER OF \$25 OR 5% PER MONTH, UP TO 25% ON UNPAID TAX. PLUS INTEREST OF .67% PER MONTH ON TAX MONEY DUE.

IT PAYS TO FILE ON TIME!