

# CITY OF DEER PARK

7777 Blue Ash Rd

Deer Park, Ohio 45236

Tax Office 794-8863

www.deerpark-oh.gov

Fax - 794-8866

## 2016 DEER PARK INCOME TAX RETURN INSTRUCTIONS

**DUE DATE: APRIL 18, 2017 (Business: within 4 months of fiscal year end).**

**RETURN OR EXTENSION MUST BE POSTMARKED OR RECEIVED IN OUR OFFICE BY MIDNIGHT APRIL 15<sup>TH</sup>.**

### **\*\*\*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 is limited to amount listed on Schedule A (if applicable), Schedule C (profit/loss) if self employed, Schedule E - if you own rental property taxable to Deer Park and a copy of the 1040 - first page. IF YOU FILE A RETURN WITH ANOTHER CITY and take credit for money paid to them, please attach a copy of the return to get credit.

- If you moved in or out of Deer Park during 2016, 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) or what is in Box 18 (local wages) ... whichever is higher.
- **Line 2. - Total of Other Income - Business profit-loss only** 1099 Misc., Sched. C, E, 1120, 1165 etc.). A loss from Schedule A is put in brackets, and can be deducted from a W-2 wage if applicable.
- 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 - one time charge of 15% of the tax due.  
**Interest** - 0.5% per month on the unpaid balance of tax due.  
**Late File - \$25.00 Late Filing Fee for first month and \$25.00 each additional month up to \$150.00 for Returns filed after Midnight of April 18th.**
- Line 15. - Enter the TOTAL AMOUNT DUE - attach Check, MO or Credit Card information.

**\*\*\*\*\* REMEMBER\*\*IN ORDER FOR PAYMENT TO BE PROCESSED, YOU MUST SIGN THE RETURN\*\*\*\*\***

**If you received Unemployment, short or long term Disability Benefits, etc., during 2016, 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 2016.**

**IT PAYS TO FILE ON TIME!**