

SOCIAL SECURITY # SELF	PAYMENT METHOD
SOCIAL SECURITY # SPOUSE	PAYMENT AMOUNT
FEDERAL I.D. #	DATE PAID

DUE ON OR BEFORE APRIL 15TH, OR FISCAL YEAR _____ TO _____
FILE FISCAL YEAR RETURN ON OR BEFORE 105 DAYS AFTER END OF PERIOD

FILE TAX RETURNS AND PAY TAXES PROMPTLY TO AVOID PENALTIES! MAKE CHECKS PAYABLE TO VILLAGE OF WINDHAM
PLEASE NOTE: ALL WINDHAM RESIDENTS 18 YEARS OR OLDER, WITH OR WITHOUT INCOME ARE REQUIRED TO FILE VILLAGE OF WINDHAM INCOME TAX RETURNS. RETURNS MUST HAVE SOCIAL SECURITY NUMBERS OR FED I.D. NUMBERS AND SIGNED TO BE CONSIDERED FILED.

FEDERAL FORMS REQUIRED FOR BUSINESS & RENTAL INCOME (PAGE 4) MUST BE ATTACHED TO INDIVIDUAL RETURNS

YOU MUST ENTER YOUR SOCIAL SECURITY NUMBER OR FEDERAL ID ABOVE!

EMAIL ADDRESS: _____

MOVED INTO WINDHAM ON _____

MOVED OUT OF WINDHAM ON _____

RETIRED DATE _____

OWN RENTAL YES NO

↑ IF ADDRESS IS INCORRECT, PLEASE MAKE CORRECTIONS AND CHECK BOX
IF MOVED, GIVE FORWARDING ADDRESS

DO NOT ROUND, USE EXACT FIGURES INCLUDING CENTS – USE HIGHEST GROSS WAGE FROM W-2, LOSSES CAN NOT OFFSET WAGES, NO NOL CARRY FORWARD

1. WAGES, SALARIES, TIPS AND OTHER COMPENSATION	<input type="text"/>
2. OTHER TAXABLE INCOME.	
A. BUSINESS PROFIT (ATTACH FEDERAL FORMS OR SCHEDULES) BACK OF PAGE 1 SECTION A OR Z.....	<input type="text"/>
B. RENTAL INCOME (ATTACH FEDERAL FORMS OR SCHEDULES) BACK OF PAGE 1 SECTION B.....	<input type="text"/>
C. TOTAL OTHER TAXABLE INCOME (LINE A PLUS LINE B) NOT LESS THAN ZERO.....	<input type="text"/>
3. TAXABLE INCOME (LINE 1 PLUS LINE 2C).....	<input type="text"/>
4. TAX DUE 1.5% (.015) OF LINE 3.....	<input type="text"/>
5. CREDITS (A) VILLAGE OF WINDHAM TAX WITHHELD BY EMPLOYER(S) FROM LINE 1.....	<input type="text"/>
(B) CREDIT ON CURRENT DECLARATION (OR CREDIT).....	<input type="text"/>
(C) OTHER WITHHOLDING TAX CREDIT NOT TO EXCEED .5% OF TAXED LOCAL WAGES PER W-2.....	<input type="text"/>
(D) TOTAL CREDITS ALLOWABLE.....	<input type="text"/>
6. BALANCE OF TAX DUE IF LINE 4 IS GREATER THAN LINE 5D.....	<input type="text"/>
(A) PENALTY _____ (B) INTEREST _____	<input type="text"/>
7. AMOUNT PAYABLE TO THE VILLAGE OF WINDHAM.....	<input type="text"/>
8. OVERPAYMENT CLAIMED <input type="text"/> REFUND <input type="checkbox"/> CREDIT TO NEXT YEAR <input type="checkbox"/> PAY THIS AMOUNT <input type="text"/>	<input type="text"/>

PAYMENTS MUST ACCOMPANY THIS FORM AND SHOULD BE MADE OUT TO THE VILLAGE OF WINDHAM.
IF OVERPAYMENT OR TAX DUE IS LESS THAN \$1.00, NO CREDIT OR REFUND WILL BE ISSUED AND NO TAX IS DUE.

THE UNDERSIGNED DECLARES THAT THIS RETURN (AND ACCOMPANYING FORMS AND SCHEDULES), IS A TRUE, CORRECT AND COMPLETE RETURN FOR THE TAXABLE PERIOD STATED.

I AUTHORIZE THE WINDHAM TAX DEPT. TO DISCUSS MY ACCOUNT WITH MY TAX PREPARER.

SIGNATURE OF PERSON PREPARING RETURN _____ DATE _____

SIGNATURE OF TAXPAYER OR AGENT _____ DATE _____

ADDRESS OR NAME AND ADDRESS OF FIRM OR EMPLOYER _____ PHONE # _____

SPOUSE _____ PHONE # _____

ALL DECLARATIONS MUST BE FILLED OUT ON REVERSE OF THIS FORM

NOTE: IN ORDER TO INSURE PROPER CREDIT, PLEASE INSERT NAME OR BUSINESS NAME AND ACCOUNT NUMBER IF NOT IMPRINTED ON THIS RETURN FORM.

ALL PERSONS ARE REQUIRED TO FILE DECLARATIONS OF ESTIMATED TAXES PURSUANT TO WINDHAM CODIFIED ORDINANCE §181.10 IF TAX DUE IS OVER \$300.00 UNLESS PREVIOUS YEARS TAXES WERE PAID IN FULL BY THE DUE DATE AND THERE ARE NO OUTSTANDING BALANCES DUE FOR PREVIOUS YEARS.

INSTRUCTIONS TO PREPARE DECLARATION OF ESTIMATED TAX

1. ENTER THE TOTAL ESTIMATED TAXABLE INCOME FOR THE COMING YEAR. INCLUDE ALL INCOME SUBJECT TO VILLAGE OF WINDHAM TAX, SUCH AS SALARIES, WAGES, COMMISSIONS, ETC. BEFORE ANY PAYROLL DEDUCTIONS, NET INCOME FROM BUSINESS, PROFESSION, RENTALS AND OTHER SOURCES.
2. ENTER ESTIMATED VILLAGE OF WINDHAM INCOME TAX WHICH IS 1.5% OF LINE 1.
3. A - DEDUCT 100% OF THE TAX WITHHELD BY AN EMPLOYER WITHIN THE VILLAGE OF WINDHAM CORPORATE LIMITS.
B - DEDUCT .5% OF OTHER CITY WITHHOLDING (IF WITHHELD BY OTHER TAXING AUTHORITY) WITHHELD BY EMPLOYER OUTSIDE THE VILLAGE OF WINDHAM.
4. THIS IS THE AMOUNT DECLARED, MINUS LINES 3A AND 3B FOR THE CURRENT YEAR.
5. THIS IS YOUR FIRST QUARTER PAYMENT, CANNOT BE LESS THAN 22.5% OF LINE 4.
6. ENTER A PREVIOUS YEARS CREDIT, IF ANY, AND SUBTRACT FROM LINE 5 (CAN BE APPLIED TO FIRST QUARTER PAYMENT ONLY).
7. ENTER THE AMOUNT THAT YOU ARE PAYING WITH THE FILING OF YOUR DECLARATION. YOU MAY PAY THE TAX DUE IN FULL WHICH WILL SIMPLIFY YOUR FILING OR YOU MAY PAY IN FOUR INSTALLMENTS ON THE DATES ACCORDING TO THE FOLLOWING SCHEDULE (BILLS ARE SENT FOR 2ND, 3RD AND 4TH QUARTERS ONLY):

INDIVIDUALS

FIRST QUARTER	APRIL 30
SECOND QUARTER	JULY 31
THIRD QUARTER	OCTOBER 31
FOURTH QUARTER	JANUARY 31

NON-INDIVIDUALS

FIRST QUARTER	APRIL 30
SECOND QUARTER	JUNE 30
THIRD QUARTER	SEPTEMBER 30
FOURTH QUARTER	DECEMBER 31

DECLARATION OF ESTIMATED TAX FOR YEAR 20 _____

1. TOTAL INCOME SUBJECT TO VILLAGE OF WINDHAM TAX.....	\$ _____
2. VILLAGE OF WINDHAM TAX 1.5%	\$ _____
3. LESS VILLAGE OF WINDHAM TAX WITHHELD:	
A. BY A VILLAGE OF WINDHAM EMPLOYER.....	\$ _____
B. BY AN EMPLOYER IN _____ (NOT TO EXCEED .5% TAXED INCOME)....	\$ _____
4. NET TAX DECLARED	\$ _____
5. AMOUNT DUE WITH THIS RETURN (NOT LESS THAN 22.5% OF LINE 4).....	\$ _____
6. LESS OVERPAYMENT OF PREVIOUS YEAR (MAY BE CREDITED TO FIRST PAYMENT ONLY)...	\$ _____
7. AMOUNT PAID WITH THIS DECLARATION	\$ _____
8. BALANCE OF TAX.....	\$ _____

MAKE REMITTANCE PAYABLE TO THE VILLAGE OF WINDHAM

INSTRUCTIONS

IMPORTANT

READ ALL INSTRUCTIONS CAREFULLY BEFORE PREPARING RETURN

- NOTE: 1) TAX RETURN WILL BE CONSIDERED INCOMPLETE IF W-2'S ARE NOT ATTACHED AND RETURN IS NOT SIGNED.**
- 2) FILL OUT EACH SHEET INDIVIDUALLY**
- 3) ATTACH ALL NECESSARY FEDERAL FORMS AND SCHEDULES OR RETURN WILL NOT BE CONSIDERED COMPLETE.**
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VILLAGE OF WINDHAM TAX INFORMATION

WHAT IS THE TAX RATE – THE TAX RATE FOR THE VILLAGE OF WINDHAM IS 1.5%

WHO MUST FILE A TAX RETURN – ALL RESIDENTS OF THE VILLAGE OF WINDHAM OVER 18 YEARS OF AGE. HUSBANDS AND WIVES MAY FILE A JOINT RETURN. NON-RESIDENTS OF THE VILLAGE OF WINDHAM WHO RECEIVE SALARIES, WAGES, COMMISSIONS AND OTHER EARNED INCOME FOR WORK DONE OR SERVICES PERFORMED OR RENDERED WITHIN THE VILLAGE OF WINDHAM CORPORATE LIMITS. NON-RESIDENTS WHO HAVE RENTAL PROPERTY SITUATED WITHIN THE VILLAGE OF WINDHAM CORPORATION LIMITS, HOWEVER THE TAX IS COMPUTED ON THE NET INCOME ONLY, AFTER ALLOWANCE OF DEPRECIATION, REAL ESTATE TAXES, REPAIRS, INSURANCE, ETC.

NON-RESIDENT EMPLOYERS (CONTRACTORS ETC.), WHO ARE DOING BUSINESS WITHIN THE MUNICIPALITY ARE REQUIRED TO DEDUCT AT THE TIME OF PAYMENT OF SALARIES, WAGES, COMMISSIONS, OR OTHER COMPENSATION THE TAX ON THE GROSS AMOUNT EARNED IN THE MUNICIPALITY.

EVERY EMPLOYER, RESIDENT OR NON-RESIDENT, WHO IS REQUIRED TO DEDUCT AND WITHHOLD THE TAX AT THE SOURCE IS LIABLE DIRECTLY TO THE MUNICIPALITY FOR PAYMENT OF SUCH TAX WHETHER ACTUALLY COLLECTED FROM THEIR EMPLOYEES OR NOT.

PAYMENT OF TAX WITHHELD FROM EMPLOYEES – 1ST QUARTER DUE BY APRIL 30TH; 2ND QUARTER DUE BY JULY 31ST; 3RD QUARTER DUE BY OCTOBER 31ST; AND THE 4TH QUARTER DUE BY JANUARY 31ST OF THE FOLLOWING YEAR.

INCOME NOT SUBJECT TO THE ABOVE TAX – PENSIONS, SOCIAL SECURITY, UNEMPLOYMENT AND DISABILITY BENEFITS, INTEREST, DIVIDENDS, MILITARY PAY, ETC. ARE NOT SUBJECT TO THE TAX. ALSO EARNINGS AND INCOME OF ALL PERSONS UNDER 18 YEARS OF AGE WHETHER RESIDENTS OR NON-RESIDENTS ARE EXEMPT.

WHEN TO FILE – THE ANNUAL RETURN TAX DUE FOR THE PRECEDING TAXABLE YEAR IS DUE ON APRIL 15TH OR THE DATE THE FEDERAL INCOME TAX RETURN IS DUE FOR CALENDAR YEAR INDIVIDUALS AND BUSINESSES. FIRST PAYMENT ON DECLARATION OF ESTIMATED TAX FOR THE CURRENT YEAR (PAYABLE QUARTERLY) IS DUE BY APRIL 30TH OF THE CURRENT TAXABLE YEAR. FOR FISCAL YEAR TAXPAYERS, DEPENDS ON THE MONTH THEY USE FOR CLOSING THEIR ACCOUNTING YEAR WITHIN 105 DAYS (WITH EXTENSION, 105 PLUS TIME ALLOWED FOR EXTENSION).

WHERE TO FILE – VILLAGE OF WINDHAM INCOME TAX DEPARTMENT LOCATED AT 9621 EAST CENTER STREET; WINDHAM OH 44288

NOTE: BUSINESS LOSSES MAY NOT BE USED TO OFFSET WAGES.

(ATTACH APPROPRIATE FEDERAL FORMS AND / OR SCHEDULES)

SECTION A	PROFIT (OR LOSS) FROM BUSINESS OR PROFESSION, SOLE PROPRIETORSHIP, PARTNERSHIP OR CORPORATION
1. NET PROFIT (OR LOSS) FROM BUSINESS OR PROFESSION (ATTACH FEDERAL FORMS AND/OR SCHEDULES)	
BUSINESS ACTIVITY: _____ PROFIT \$ _____	

(LOSSES CANNOT OFFSET WAGES)	
2. TOTAL BUSINESS INCOME (IF SCHEDULE X, Y OR Z IS NOT APPLICABLE – COPY AMOUNT TO 2A ON RETURN) ENTER ON SCHEDULE Z LINE 1..... \$ 	

SECTION B	INCOME FROM RENTS – FROM FEDERAL SCHEDULES E AND R (ATTACH TO RETURN)				
(IF INCLUDED IN SCHEDULE C, LINE 5, KIND AND LOCATION OF EACH PROPERTY MUST BE SHOWN BELOW)					
KIND AND LOCATION OF PROPERTY	AMOUNT OF RENT	DEPRECIATION	REPAIRS	OTHER EXPENSES	NET INCOME (OR LOSS)
(LOSSES CANNOT OFFSET WAGES)					
TOTAL INCOME (IF LOSS, ENTER "0") COPY AMOUNT TO LINE 2B ON RETURN\$ 					

SCHEDULE X	RECONCILIATION WITH FEDERAL INCOME TAX RETURN			
ITEMS NOT DEDUCTIBLE	ADD	ITEMS NOT TAXABLE	DEDUCT	
A. CAPITAL LOSSES (EXCLUDING ORDINARY LOSSES)	\$ _____	N. CAPITAL GAINS (EXCLUDING ORDINARY GAINS)	\$ _____	
B. EXPENSES INCURRED IN THE PRODUCTION OF NON TAXABLE INCOME (AT LEAST 5% OF LINE Z)	\$ _____	O. INTEREST INCOME	\$ _____	
C. TAXES PAID TO LOCAL MUNICIPALITIES	\$ _____	P. DIVIDENDS	\$ _____	
D. PAYMENTS TO PARTNERS	\$ _____	Q. OTHER (EXPLAIN)	\$ _____	
E. SICK PAY NOT INCLUDED IN LINE 1 ABOVE	\$ _____	_____	_____	
F. CONTRIBUTIONS	\$ _____	_____	_____	
G. OTHER EXPENSES NOT DEDUCTIBLE (EXPLAIN)	\$ _____	_____	_____	
H. TOTAL – ENTER ON SCHEDULE Z LINE 2A	\$ _____	Z. ENTER ON SCHEDULE Z, LINE 2B	\$ _____	

SCHEDULE Y	BUSINESS ALLOCATION FORMULA			
	A. LOCATED EVERYWHERE	B. LOCATED IN VILLAGE OF WINDHAM	PERCENTAGE (B+A)	
STEP 1. AVG. VALUE OF REAL & TANG. PERSONAL PROPERTY	_____	_____	_____	
STEP 2. GROSS RECEIPTS FROM SALES MADE AND/OR WORK OR SERVICES PERFORMED (SEE INSTRUCTIONS)	_____	_____	_____ %	
STEP 3. WAGES, SALARIES & OTHER COMPENSATION PAID EMPLOYEES	_____	_____	_____ %	
STEP 4. TOTAL PERCENTAGES	_____	_____	_____ %	
STEP 5. AVERAGE PERCENTAGE (DIVIDE TOTAL PERCENTAGES BY NUMBER OF PERCENTAGES USED)	ENTER SCHEDULE Z, LINE 3B		_____ %	

SCHEDULE Z		
1. BUSINESS INCOME.....	\$ _____	
2. A ITEMS NOT DEDUCTIBLE (SCHEDULE X, LINE H).....	ADD \$ _____	
B ITEMS NOT TAXABLE (SCHEDULE X, LINE Z).....	DEDUCT \$ _____	
C ENTER EXCESS LINE 2A OR 2B.....	\$ _____	
3. A ADJUST NET INCOME (LINE 1 PLUS/MINUS 2C) IF SCHEDULE X IS USED.....	\$ _____	
B AMOUNT ALLOCABLE TO VILLAGE OF WINDHAM IF SCHEDULE Y STEP 5 IS USED _____ % OF LINE 3A.....	\$ _____	
4. TAXABLE BUSINESS INCOME: LINE 3A OR LINE 3B (ENTER ON PAGE 1 LINE 2A).....	\$ _____	