

MAIL TO: VILLAGE OF HARTVILLE MANDATORY FILING
P.O. BOX 760 ON OR BEFORE APRIL 18, 2022
HARTVILLE, OHIO 44632-0760

TAX YEAR 2021 DUE DATE April 18, 2022
FISCAL PERIOD FROM THROUGH
NAME AND ADDRESS

IF YOU MOVED DURING THE YEAR,
COMPLETE THIS BLOCK

DATE MOVED INTO HARTVILLE
DATE MOVED OUT OF HARTVILLE
PRESENT ADDRESS
CITY, STATE, ZIP

ACCOUNT NUMBER
FEDERAL ID NUMBER
YOUR SS#
SPOUSE SS#
PHONE

INDICATE HERE IF YOU ARE:

☐ WORKING FROM HOME FULL-TIME OR HYBRID DUE TO COVID-19

☐ UNDER 18-LIST DATE OF BIRTH

☐ RETIRED PRIOR TO 1/1/21 AND HAVE NO TAXABLE INCOME

☐ UNEMPLOYED FOR THE ENTIRE YEAR

☐ PERMANENT DISABILITY

☐ DECEASED-LIST DATE OF DEATH

☐ FINAL RETURN ☐ OTHER (EXPLAIN)

- 1 WAGES, SALARIES, TIPS & OTHER COMPENSATION (ENCLOSE W-2 FORMS) \$
2 OTHER TAXABLE INCOME:
A. BUSINESS PROFIT/LOSS (ATTACH FEDERAL FORMS) PAGE 2 SECTION A OR SCHEDULE Z \$
B. RENTAL INCOME/LOSS (ATTACH FEDERAL FORMS) PAGE 2 SECTION B \$
C. TOTAL OTHER TAXABLE INCOME (LINE A PLUS LINE B) NOT LESS THAN ZERO \$
NOTE: BUSINESS OR RENTAL LOSSES MAY NOT BE USED TO OFFSET WAGES
3 TAXABLE INCOME (LINE 1 PLUS LINE 2C) \$
4 VILLAGE TAX DUE 1.1% OF LINE 3 \$

5 CREDITS:

- A. HARTVILLE INCOME TAX WITHHELD (ATTACH W2/s) \$
B. INCOME TAX PAID OTHER MUNICIPALITIES (NOT TO EXCEED 1% ON EACH W-2 SEPARATELY - ATTACH W-2S) \$
C. OVERPAYMENT FROM PRIOR YEAR \$
D. ESTIMATED TAX PAYMENTS \$
E. TOTAL CREDITS (ADD LINES A,B,C,D) \$
6 BALANCE TAX DUE, IF LINE 4 IS GREATER THAN LINE 5E. (PAYMENT IN FULL MUST ACCOMPANY RETURN) \$
7 A. PENALTY \$ B. INTEREST \$ C. LATE FILING PENALTY (SEE INSTRUCTIONS) \$
8 TOTAL AMOUNT DUE PAYABLE TO VILLAGE OF HARTVILLE (LINE 6 PLUS TOTAL OF LINE 7) \$
9 OVERPAYMENT TO BE REFUNDED \$ OR CREDITED \$ TO NEXT YEAR ESTIMATE

NOTE: NO REFUND WILL BE MADE UNLESS DECLARATION IS FILED AND PAID.
NO TAXES OR REFUNDS OF \$10.00 OR LESS SHALL BE COLLECTED OR REFUNDED.

DECLARATION OF ESTIMATED TAX FOR YEAR 2022

- 1 TOTAL ESTIMATE INCOME SUBJECT TO HARTVILLE TAX \$ 2. HARTVILLE TAX @ 1.0% \$
3 LESS TAX TO BE WITHHELD:
A. BY A HARTVILLE EMPLOYER \$
B. BY AN EMPLOYER IN (NAME OF CITY) \$
4 BALANCE OF ESTIMATED HARTVILLE TAX (LINE 2 LESS TOTAL OF LINE 3) \$
5 LESS CREDITS: A. OVERPAYMENT ON PREVIOUS YEAR'S RETURN \$
B. PREVIOUS PAYMENTS IF THIS IS AN AMENDED DECLARATION \$
C. OTHER (SPECIFY) \$ TOTAL CREDITS \$
6 NET TAX DUE (LINE 4 LESS TOTAL OF LINE 5) \$
7 AMOUNT PAID WITH THIS RETURN (NOT LESS THAN 1/4 OF LINE 6) \$

I CERTIFY THAT I HAVE EXAMINED THIS RETURN INCLUDING ACCOMPANYING SCHEDULES, STATEMENTS, AND WORKSHEETS, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IT IS TRUE, CORRECT AND COMPLETE FOR THE TAXABLE PERIOD STATED AND THAT THE FIGURES USED HEREIN ARE THE SAME AS USED FOR FEDERAL INCOME TAX PURPOSES. IF PREPARED BY A PERSON OTHER THAN TAXPAYER, THE DECLARATION IS BASED ON ALL INFORMATION OF WHICH PREPARER HAS ANY KNOWLEDGE. CHECK THIS BOX IF WE MAY DISCUSS THIS RETURN WITH YOUR PREPARER ☐

NAME

SIGNATURE DATE

ADDRESS PHONE

SIGNATURE DATE

SIGNATURE OF PERSON PREPARING, IF OTHER THAN TAXPAYER DATE

SECTION A BUSINESS PROFIT - ATTACH APPROPRIATE FEDERAL SCHEDULES FOR INCOME FROM PARTNERSHIPS, BUSINESS, ESTATE, TRUSTS, FEES AND OTHER			
RECEIVED FROM	FOR (DESCRIBE)	FEDERAL FORM(S) ATTACHED	AMOUNT

TOTAL BUSINESS INCOME (IF SCHEDULE X, Y, OR Z IS NOT APPLICABLE--TO PAGE 1, LINE 2A) ENTER SCHEDULE Z LINE 1 \$

SECTION B	RENTAL INCOME FROM FEDERAL SCHEDULE E
1 RENTAL INCOME FROM FEDERAL SCHEDULE E.....	\$
2 NET LOSS CARRY FORWARD (CANNOT BE MORE THAN LINE 1) WORKSHEET MUST BE ATTACHED.....	\$
3 TAXABLE RENTAL INCOME/(LOSS) (ENTER ON PAGE 1 LINE 2B).....	\$

ATTACH COPY OF FEDERAL SCHEDULES.

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. FIVE PERCENT OF INTANGIBLE INCOME REPORTED IN O, EXCEPT THAT FROM IRC 1221 DISPOSITION	\$		O. FEDERALLY REPORTED INTANGIBLE INCOME SUCH AS INTEREST, DIVIDENDS, PATENTS, & COPYRIGHT INCOME .	\$
C. TAXES PAID TO STATE AND LOCAL MUNICIPALITIES	\$		P. OTHER (EXPLAIN)	
D. LOSS INCURRED BY A PASS-THROUGH ENTITY OWNED DIRECTLY OR INDIRECTLY AND INCLUDED IN TAXPAYER'S FEDERAL TAXABLE INCOME.	\$			\$
E. PAYMENTS TO PARTNERS	\$		Q. ANY INCOME DERIVED FROM A TRANSFER AGREEMENT OR FROM THE ENTERPRISE TRANSFERRED NET PROFIT OF A PASS-THROUGH ENTITY OWNED DIRECTLY OR INDIRECTLY AND INCLUDED IN TAXPAYER'S TAXABLE INCOME	\$
F. FEDERALLY DEDUCTED DIVIDENDS, DISTRIBUTIONS, OR AMOUNTS SET ASIDE FOR CREDIT TO, OR DISTRIBUTED TO REIT OR RIC INVESTORS	\$		R. COMBINE LINES N-Q (ENTER SCHEDULE Z LINE 2B, IF APPLICABLE)	\$
G. SICK PAY NOT INCLUDED IN LINE 1 ABOVE	\$			
H. GUARANTEED PAYMENTS OR ACCRUALS TO A PARTNER, FORMER PARTNER OR MEMBERS	\$			
I. FEDERALLY DEDUCTED AMOUNTS PAID OR ACCRUED TO OR FOR QUALIFIED SELF-EMPLOYED RETIREMENT PLANS, HEALTH INSURANCE PLANS, AND LIFE INSURANCE PLANS FOR OWNERS OR FORMER OWNERS OF NON-C CORPORATE ENTITIES	\$			
J. OTHER EXPENSES NOT DEDUCTIBLE (EXPLAIN)	\$			
K. COMBINE LINES A-J (ENTER SCHEDULE Z LINE 2A, IF APPLICABLE)	\$			

SCHEDULE Y	BUSINESS ALLOCATION FORMULA--USE ONLY IF NET PROFIT FROM HARTVILLE BRANCH IS NOT AVAILABLE		
	A. LOCATED EVERYWHERE	B. LOCATED IN HARTVILLE	C. PERCENTAGE (B/A)
STEP 1 AVG ORIGINAL COST OF REAL & TANG. PERSONAL PROPERTY			
STEP 2 PROPERTY RENTED OR LEASED (ANNUAL RENT MULTIPLIED BY EIGHT)			
STEP 3 GROSS RECEIPTS FROM SALES, RENTALS, AND SERVICES			%
STEP 4 WAGES, SALARIES, AND OTHER COMPENSATION PAID EMPLOYEES			%
STEP 5 TOTAL PERCENTAGES (ADD PERCENTAGES FROM STEPS 1-4)			%
STEP 6 AVERAGE PERCENTAGE (DIVIDE TOTAL PERCENTAGES BY NUMBER OF PERCENTAGES USED)			%
			ENTER SCHEDULE Z LINE 3B %

SCHEDULE Z	CALCULATION OF TAXABLE BUSINESS INCOME
1 BUSINESS INCOME	\$
2 A. ITEMS NOT DEDUCTIBLE (SCHEDULE X, LINE K)	ADD \$
B. ITEMS NOT TAXABLE (SCHEDULE X, LINE R)	DEDUCT \$
C. ENTER EXCESS LINE 2A MINUS 2B (NOT LESS THAN ZERO)	\$
3 A. ADJUSTED NET PROFIT (LINE 1 PLUS/MINUS LINE 2C) IF SCHEDULE X IS USED	\$
B. AMOUNT ALLOCABLE TO HARTVILLE IF SCHEDULE Y STEP 6 IS USED _____ % OF LINE 3A	\$
4 TOTAL BUSINESS INCOME PRIOR TO NET LOSS CARRY FORWARD	\$
5 NET LOSS CARRY FORWARD USED (FROM WORKSHEET A) (CANNOT BE MORE THAN LINE 4)	\$
6 TAXABLE BUSINESS INCOME (LOSS) (ENTER ON PAGE 1 LINE 2A)	\$

NOTE: THE 5-YEAR LOSS CARRY FORWARD SCHEDULE(S) MUST BE COMPLETED, OR A SIMILAR SCHEDULE ATTACHED TO THIS RETURN THAT INCLUDES ALL REQUIRED INFORMATION (SEE INSTRUCTIONS)

BUSINESS INCOME

WORKSHEET A

LOSS CARRY FORWARD CALCULATION BUSINESS INCOME - (FIVE YEAR LIMIT)

(SEE INSTRUCTIONS)	5 YRS PRIOR	4 YR PRIOR	3 YR PRIOR	2 YR PRIOR	1 YR PRIOR	TAX YR OF FILING	TOTAL
Unused Loss Carry forward							
Loss Used THIS YEAR (Enter Total on Schedule Z Line 5)							
Loss Carried Forward to (Enter Total Section Z Line 5)							

Method of Accounting and Allocation Used to Determine the Portion of Net Operating Loss

☐ Allocable to Hartville:
☐ Cash ☐ Accrual ☐ Other (Explain) _____

NOTE: THE 5 YEAR LOSS CARRY FORWAR SCHEDULE(S) MUST BE COMPLETED, OR A SIMILAR ATTACHED TO THIS RETURN THAT INCLUDES ALL REQUIRED INFORMATION - SEE INSTRUCTIONS

RENTAL INCOME

WORKSHEET B

LOSS CARRY FORWARD CALCULATION RENTAL INCOME - (FIVE YEAR LIMIT)

(SEE INSTRUCTIONS)	5 YRS PRIOR	4 YR PRIOR	3 YR PRIOR	2 YR PRIOR	1 YR PRIOR	TAX YR OF FILING	TOTAL
Unused Loss Carry forward							
Loss Used THIS YEAR (Enter Total on Section B Line 2)							
Loss Carried Forward to NEXT YEAR							

Method of Accounting and Allocation Used to Determine the Portion of Net Operating Loss

Allocable to Hartville:
☐ Cash ☐ Accrual ☐ Other (Explain) _____

TAXABLE INCOME INCLUDES (but is not limited to)
(ORC 718.01)

Wages, salaries, and other compensation
Bonuses and tip income
Commissions, fees and other earned income
Employer supplemental unemployment benefits (SUB pay)
Net rental income
Net profits of business, profession, or corporation, etc.
Income from partnerships, estates or trusts
Ordinary gains and losses as reported on federal forms
Prizes, awards, gaming, wagering, lotteries, or games of chance

INCOME NOT SUBJECT TO VILLAGE INCOME TAX

Interest, dividend and royalties
Pension and retirement benefits
Social Security, Railroad Retirement
Unemployment, Welfare, and Disability Benefits
Child support, alimony
Pay or allowance of active members of the Military
Earnings of persons under 18 years of age
Intangible income
Proceeds from insurance, annuities, workers' compensation insurance

2021 GENERAL INFORMATION

1) WHO MUST FILE:

- a) **Residents:** all resident individual taxpayers, 18 years of age and older as of the end of the tax year, must file an annual municipal income tax return with the Municipality, for any taxable year for which the taxpayer is subject to the tax, regardless of whether or not income tax is due.
- b) **Retired Residents:** retirees having no Municipal Taxable Income for this municipality income tax purposes may file with the Tax Administrator a written exemption from these filing requirements on a form prescribed by the Tax Administrator. The written exemption shall indicate the date of retirement and the entity from which retired. The exemption shall be in effect until such time as the retiree receives Municipal Taxable Income to this municipality, at which time the retiree shall be required to comply with all applicable provisions of the ordinance.
- c) **Partial Year Resident:** if you were a resident of the Village of Hartville for only a portion of the year, you must file and report the income earned during the period of your residency. If your W-2 indicates wages for 12 months, divide the wages by 12 and multiply that amount by the number of months you resided in the Village of Hartville. Use the same formula when figuring Credit Income Tax Paid Other Municipalities.
- d) **Non-Residents:** the Tax Administrator shall accept on behalf of all nonresident individual taxpayers a return filed by an employer, agent of an employer, or other payer located in the Municipality when the nonresident individual taxpayer's sole income subject to the tax is the qualifying wages reported by the employer, agent of an employer, or other payer, and no additional tax is due to the Municipality.
- e) **Every Business Entity:** (individual, proprietorship, partnership, corporation, profession, etc.) whether a resident or non-resident who conducts a business in the Village of Hartville must file a return and pay any tax on the net profit. If you have a net loss, you are still required to file a return. (The portion of a net operating loss sustained in any taxable year allocable the Village of Hartville may be applied against the portion of the profit of succeeding year(s), but not more than five consecutive taxable years following the taxable year in which the loss was incurred. No portion of a net operating loss shall be carried back against net profits of any prior year.

2) **WHEN AND WHERE TO FILE RETURNS:** Taxpayers, who end their year on December 31, must file on or before April 18th. Taxpayers on a fiscal or partial year basis must file on or before the fifteenth day of the fourth month following the end of such period. The return is to be filed with: VILLAGE OF HARTVILLE, INCOME TAX DEPT., PO BOX 760, HARTVILLE, OH 44832. For Questions, call 330-877-8222.

3) **TAX CREDIT:** Every individual resident taxpayer who has paid a municipal income tax to another Municipality shall be allowed a credit of 1% of wages that taxes were imposed upon by that municipality toward the tax imposed by the Village of Hartville for net profits, salaries, qualifying wages, commissions, other compensation or other income for work done, services performed, or business transacted outside of the Village.

4) **WORKING FROM HOME:** Hartville residents working from home who have filed for a refund of local taxes from any other taxing jurisdiction should not claim a credit on their Hartville tax return for the amount of the refund requested or received. If a Hartville resident subsequently files for a refund from another taxing jurisdiction, for which they had claimed credit on their Hartville return, they must amend their Hartville tax return to reduce the credit originally claimed.

5) **EXTENSION OF TIME TO FILE:** Any taxpayer that has duly requested an automatic six-month extension for filing the taxpayer's Federal income tax return shall automatically receive an extension for the filing of a municipal income tax return. The extended due date of the municipal income tax return shall be the fifteenth day of the tenth month after the last day of the taxable year to which the return relates. The extended due date of the municipal income tax return shall be the same as that of the extended Federal income tax return. An extension of time to file under Ordinance 1-18.01 is not an extension of the time to pay any tax due unless the Tax Administrator grants an extension of that date.

6) **BUSINESS, RENTAL INCOME AND LOSSES:** Business or rental income may be decreased by business or rental losses.

7) **NET LOSS CARRIED FORWARD LIMITATION:** For taxable years beginning in 2018, 2019, 2020, 2021 or 2022 you may not deduct more than fifty percent of the amount of the deduction otherwise allowed by ORC 718.01 for losses incurred in taxable years beginning on or after January 1, 2018.

8) DECLARATION OF ESTIMATED TAX FOR THE FOLLOWING YEAR:

- a) On or before the fifteenth day of the fourth month after the beginning of the taxable year, twenty-two and one-half per cent of the tax liability for the taxable year.
- b) On or before the fifteenth day of the sixth month after the beginning of the taxable year, forty-five per cent of the tax liability for the taxable year.
- c) On or before the fifteenth day of the ninth month after the beginning of the taxable year, sixty-seven and one-half per cent of the tax liability for the taxable year.
- d) For an individual, on or before the fifteenth day of the first month of the following taxable year, ninety percent of the tax liability for the taxable year.
- e) For a person other than an individual, on or before the fifteenth day of the twelfth month of the taxable year, ninety per cent of the tax liability for the taxable year.

9) **AUTHORIZATION CHECKBOX:** When using the services of a tax preparer, our office may need to discuss your tax matters with him or her. If you wish to grant such permission, check the box located above the signature line on Page 1.

10) **SIGNATURE:** Do not fail to sign and date your return. A tax return is not legally filed until signed by the taxpayer or a legally authorized agent.

11) PENALTY AND INTEREST:

- a) **Penalty:** Fifteen per cent (15%) of the amount not timely paid. Enter on Line 7A.
- b) **Interest:** Federal short-term rate plus 5% per annum, on all unpaid income tax, shall be assessed per month or fraction of a month. Enter on Line 7B.
- c) **Late Filing Penalty:** Returns filed after April 15th will have assessed twenty-five dollars (\$25.00) for each month, or any fraction thereof, during which the return remains unfiled. (Not to exceed \$150.00) Enter on Line 7C.

12) **PART YEAR RESIDENT:** Attach the computation of part year allocation, and indicate the date of move into or out of Hartville.

13) **PROPER ATTACHMENTS:** Tax returns will be considered incomplete if W-2's and IRS form 1040 are not attached.

RETURN INSTRUCTIONS

INDIVIDUALS

Taxable Income means wages, salaries, tips, commissions, net profits and any other compensation as defined in Ordinance 1-18.01

PAGE 1. Complete Name, Address and Social Security Number. Follow remaining Line Instructions.

Line 1 Wages: Enter your HIGHEST gross wages listed on the W-2(s). Attach copies. See above for taxable income and income not subject to Village Income tax.

Line 2 Other Taxable Income: (Income other than reported on form W-2)

A Business Profit/Loss: Complete Page 2 Section A or Schedule Z (Attach Federal Forms)

B Rental Income/Loss: Complete Page 2 Section B (Attach Federal Forms)

NOTE: Business or rental losses may not be used to offset wages

Line 3 Taxable Income: Line 1 plus Line 2C

Line 4 Village Tax Due: 1.0% of Line 3

Line 5 Credits:

A Hartville Income Tax Withheld by Employer.

B Income Tax Paid Other Municipalities (Not To Exceed 1.0% on Each W-2 Separately) NOTE: WITHHOLDING IN EXCESS OF 1.0% FROM ONE W-2 MAY NOT BE USED AS CREDIT TOWARDS ANOTHER W-2 FOR EARNINGS WITHHELD AT LESS THAN 1%.

C Overpayment from prior year

D Estimated Tax Payments

E Total Credits (Add Lines A,B,C,D)

Line 6 Balance Tax Due: If Line 4 is greater than Line 5E enter amount due. (Payment in full must accompany return)

Line 7 Penalty, Interest and Late Filing Penalty:

A Penalty - Fifteen per cent (15%) of the amount not timely paid. Enter on Line 7A.

B Interest - Federal short-term rate plus 5% per annum, on unpaid income tax to be assessed per month or fraction of a month. Enter on Line 7B

C Late Filing Penalty - Twenty-five dollars (\$25.00) for each month, or any fraction thereof, during which the return remains unfiled. (Not to exceed \$150.00) Enter on Line 7C.

Line 8 Total Amount Due and Payable To The Village of Hartville (Line 6 plus 7C)

Line 9 Overpayment to Be Refunded or Credited to Next Year Estimate.

NOTE: NO REFUND WILL BE MADE UNLESS 2022 TAX YEAR DECLARATION IS MADE
NOTE: NO TAXES OR REFUNDS OF \$10.00 OR LESS SHALL BE COLLECTED OR REFUNDED

Contact the Hartville Income Tax Department at 330-877-9222 If you have questions.

NET PROFITS - BUSINESS

CORPORATIONS, PARTNERSHIPS, S-CORPS, PROPRIETORSHIP, ESTATE & TRUSTS, ASSOCIATIONS, OTHER BUSINESS ENTITIES. Net profits determined on basis of information used for Federal Income Tax purposes, reconciled to village taxable income.

PAGE 1. COMPLETE NAME, ADDRESS, FEDERAL ID#

PAGE 2. FOLLOW LINE INSTRUCTIONS, THEN RETURN TO PAGE 1, LINE 4 TO COMPUTE TAX DUE. ATTACH COPIES OF APPLICABLE SCHEDULES.
SECTION A - For partnerships, corporations, fiduciaries, associations, and nonresident business entities doing business within and outside Hartville. List each business separately. If more space is needed, attach a separate schedule.

SECTION B - INCOME FROM RENTS:

A Hartville Income Tax Return must be filed even if a Net Loss has been incurred.

RESIDENTS of Hartville are subject to the Village Income Tax on the net profit of all rental property, regardless of location.

NON-RESIDENTS of Hartville are subject to tax on the portion of such net profit earned from property located in Hartville. Attach Federal Schedule E and enter total on line 2B.

SCHEDULE X - RECONCILIATION WITH FEDERAL INCOME TAX RETURN

This Schedule is used to adjust the Federal Net Income to the Hartville Taxable Income.

SCHEDULE Y - BUSINESS ALLOCATION FORMULA:

For partnerships, corporations, fiduciaries, associations and nonresident business entities doing business within and outside Hartville, if actual records of their Hartville business are not maintained separately. If the taxpayer did not have a place of business outside Hartville during the filing period, the business allocation percentage is 100%.

SCHEDULE Z- CALCULATION OF TAXABLE BUSINESS INCOME

Line 1. Enter business income section A.

Line 2 A. Enter items not deductible from Schedule X line K

Line 2 B. Enter item not taxable from Schedule X line R

Line 3 A. Adjusted Net Income (line 1 +/- line 2c)

Line 3 B. Amount allocable to Village of Hartville. From Schedule Y step 6

Line 4. Total business income prior to net loss carry forward

Line 5. Net loss carry-forward used cannot be more than line 4 (from worksheet: see www.hartvilleoh.com Public Forms and Permits)

Line 6. Taxable business income/(loss) (Enter on page 1 line 2A)