

CITY OF BOWLING GREEN 2022 TAX PREPARATION INSTRUCTIONS

GENERAL INSTRUCTIONS

WHO IS REQUIRED TO FILE A RETURN:

This Return should be used by individuals, partnerships, corporations and any other entity having potential income taxable to this municipality. **Receipt of a postcard indicates an obligation to file a tax return.**

Unless the tax was withheld by a Bowling Green employer, residents must file on all taxable income, wherever earned; part year residents must file on all taxable income earned during the period of their Bowling Green residency and should pro-rate income, expenses and credits accordingly. Unless the tax was withheld by a Bowling Green employer, nonresidents must file on all taxable Bowling Green income.

BOWLING GREEN DOES NOT ACCEPT ELECTRONIC FILINGS. A PAPER RETURN MUST BE SUBMITTED

TAX RATE: 2.00%

EXTENSION OF TIME TO FILE:

An extension of time to file is not an extension of time to pay. A copy of a federal extension must be attached to your return when filed.

INCOME SUBJECT TO TAX:

Taxable income includes salaries, wages, commissions and other compensation including but not limited to: bonuses, incentive payments, fees, property in lieu of cash, tips, severance pay, supplemental unemployment benefits (sub pay), sick pay, excess insurance premiums, vacation pay, salary/wage continuation plans, state lottery proceeds, W-2G income, profits from businesses professions and partnerships, rents and deferrals.

The net profits of all unincorporated businesses, professions, partnerships or other activities conducted by residents of the City of Bowling Green or conducted by nonresidents within the City of Bowling Green. The net profits of all corporations derived from work done or services performed or rendered and business or other activities conducted in the City of Bowling Green.

INCOME NOT TAXABLE:

Includes interest, dividends, military pay and allowances for active duty, contributions to Sec 125 (cafeteria) plans, proceeds of insurance, pensions, annuities, alimony, social security, Medicare, poor relief, worker's compensation, unemployment compensation, capital gains (excluding ordinary gains), income from patents and copyrights, revenue from intangible property, and non Bowling Green income earned while a resident elsewhere (part year resident). Also exempt is the income of charitable, educational, fraternal or other nonprofit associations. Board of Election poll worker pay less than \$1000.

NET LOSSES:

The net loss from a business entity may not be used to offset salaries, wages, commissions. The loss may be carried forward five (5) years to offset future income eligible to be offset. Losses from tax years starting after January 1, 2017 are limited to 50% of the available net operating loss carry forward. Please include the calculations used for any losses claimed.

CREDITS:

Bowling Green residents who properly pay another city's tax are allowed a credit limited to 50% of the lesser rate between Bowling Green and the city in which the income is earned. Bowling Green School District Income Tax is **not** an allowed city credit.

DEDUCTIONS:

Federal Schedule 2106 expenses are not deductible.

DUE DATE:

For all calendar year filers, Returns are due **April 15**. If the Return is made for a fiscal year or any period of less than a year, the Return shall be filed within three and a half months from the end of the fiscal year.

ESTIMATED TAX PAYMENTS:

Estimated payments are required to be filed and paid on a quarterly basis by taxpayers whose tax liability will exceed \$200.00 after any allowable credits.

An estimate may equal the previous year's tax liability in the absence of known circumstances to the contrary. Due dates for calendar year filers are April 15, June 15, September 15, and January 15. For fiscal year filers, due dates are the middle of their fourth month and the middle of their sixth, ninth, and thirteenth months.

LATE FEES:

For failure to file a timely tax Return, make scheduled estimated payments or understatement of estimated tax, late fees are: penalty of \$25 per late month (maximum \$150.00) plus late payment of 15% of the unpaid tax balance plus interest of 0.583% per late month or portion of a month.

SPECIFIC INSTRUCTIONS

Page 1: If this Return is made for a period other than a calendar year, insert the beginning and ending dates in the heading. Verify the name and mailing address and make corrections as necessary. Answer the questions about social security number, move in/out dates and whether you will need to file next year.

Section A: List all employers, work locations, earnings and tax withheld in the proper columns. W-2 adjustments include time allocations. When another city income adjustment is made, a comparable adjustment must be made in the withholding column. **W-2's and a copy of your Federal tax return must be attached;** legible photo copies are acceptable.

- Line 1:** Enter total qualifying wages after adjustments. If there is no other taxable income, enter this amount on Line 6.
- Line 2:** Enter total income from Page 2 and from Federal forms attached. All losses must be reported but carried forward against future profits, limited to five (5) years.
- Line 3:** Total income from all sources. Add lines 1 and 2.
- Line 4a, 4b:** Enter positive and negative adjustments from Schedule X, Page 2.
- Line 4c:** Net lines 4a and 4b.
- Line 5a:** The adjusted net income. Net lines 3 and 4c.
- Line 5b:** The amount of business income allocated to Bowling Green from Schedule Y, Page 2.
- Line 5c:** Identifies the previously unused annual losses allocated to Bowling Green available to reduce the current year's profit.
- Line 6:** The total Bowling Green taxable income.
- Line 7:** The Bowling Green tax which is achieved by multiplying line 6 by 2.00%, this city's flat rate.
- Line 8a:** The total Bowling Green withholding from Section A above.
- Line 8b:** The adjusted total other city tax at the lower rate between the employment city's rate and Bowling Green's 2.00% rate from Schedule A above and/or from other city tax return, copy attached, times 50% reduced credit.
- Line 8c:** Total of estimated payments and credit carry forward.
- Line 8d:** The total of lines 8a, 8b, 8c.
- Line 9:** Net lines 7 and 8d. If a tax balance is due, **payment must accompany the Return. For credit card payments visit www.bgohio.org or call Official Payments 1-800-272-9829.**
- Line 10:** **After April 15 or 3½ months after any other due date for fiscal year filing taxpayers, interest and penalty will begin on the original due date unless an extension request was filed with the IRS, interest will accrue on all payments after the due date.**
- Line 11:** Netting the tax, late fees and credits will result in a balance due, nothing due, a credit carry forward or a refund. If money is due, it must accompany the Return. Your check should be written to City of Bowling Green.

MAKE SURE THE RETURN IS SIGNED AND INCLUDE ALL ATTACHMENTS.

(SEE REVERSE SIDE FOR CITY TAX RATES)

CITY TAX RATES

Archbold	1.5%	Genoa	1.5%	Pemberville	1.0%
Bettsville	1.0%	Gibsonburg	1.0%	Perrysburg	1.5%
Bloomdale	1.0%	Grand Rapids	1.0%	Portage	1.0%
Bowling Green	2.0%	Haskins	1.0%	Port Clinton	1.5%
Bradner	1.0%	Holland	2.25%	Rossford	2.25%
Bryan	1.8%	Luckey	1.0%	Swanton	1.5%
Cygnets	1.0%	Maumee	1.5%	Sylvania	1.5%
Defiance	1.8%	McComb	1.0%	Tiffin	2.0%
Delta	1.5%	Napoleon	1.5%	Toledo	2.5%
Deshler	1.0%	N. Baltimore	1.0%	Tontogany	1.0%
Elmore	1.75%	Northwood	1.5%	Walbridge	1.5%
Fayette	1.5%	Oak Harbor	1.0%	Waterville	2.0%
Findlay	1.0%	Oregon	2.25%	Wauseon	1.5%
Fostoria	2.0%	Ottawa Hills	1.5%	Weston	1.0%
Fremont	1.5%			Whitehouse	1.5%