FORM IR FILE WITH CITY OF READING INCOME TAX BUREAU 1000 Market Street Reading, Ohio 45215-3283	**INDIVIDUAL** **20__ READING EARNINGS TAX RETURN 20__** **DUE ON OR BEFORE APRIL 15, 20__** or the IRS Due Date **FILING IS REQUIRED EVEN IF NO TAX IS DUE** FAILURE TO FILE PENALTY: $25.00	(513) 733-0300 FAX (513) 842-1016 www.readingohio.org shoelmer@readingohio.org rgrein@readingohio.org

Federal Forms, including your Federal Form 1040 and all W-2's must be attached to your Reading Tax Return

TAXPAYER'S NAME & ADDRESS	SS# TAXPAYER ____________ SS# SPOUSE ____________ CURRENT EMPLOYER(S) ____________ ADDRESS ____________ ____________ PHONE # HOME (___) ____________ WORK (___) ____________ IF YOU HAVE MOVED SINCE YOUR LAST FILING, GIVE DATE: INTO READING ___/___/___ OUT OF READING ___/___/___

1. QUALIFYING WAGES - USUALLY BOX 5 - MEDICARE WAGES - ON W2 (ALL W2S MUST BE ATTACHED) $ ____________
2. OTHER TAXABLE INCOME AND/OR DEDUCTIONS FROM LINE 20 PAGE 2 – SEE INSTRUCTIONS ____________ $ ____________

   NOTE: PAGE 2 MUST BE COMPLETED IF YOU HAVE TAXABLE RENTAL PROPERTY (SCHEDULE E) OR BUSINESS INCOME (SCHEDULE C) (INTEREST, DIVIDEND, CAPITAL GAINS, UNEMPLOYMENT, AND RETIREMENT INCOME NOT TAXABLE) NOTE: YOU MAY NOT OFFSET W2 INCOME WITH ANY SCHEDULE LOSS

3. TAXABLE INCOME: LINE 1 PLUS OR MINUS LINE 2 ____________ $ ____________
4. READING TAX: 2.0% OF LINE 3 ____________ $ ____________
5. CREDITS
   a. TAX WITHHELD BY EMPLOYER FOR READING ____________ $ ____________
   b. 20__ ESTIMATE TAX PAID TO READING ____________ $ ____________
   c. 20__ TAX PAID CITY / VILLAGE OF ____________ $ ____________
      (NOT TO EXCEED 2.0% OF THAT PORTION TAXED PER W-2 – SEE INSTRUCTIONS
   d. PRIOR YEAR OVERPAYMENTS ____________ $ ____________
   e. TOTAL CREDITS (add 5a thru 5d & enter here) ____________ $ ____________
6. IF LINE 4 IS GREATER THAN LINE 5E, BALANCE MUST ACCOMPANY THIS RETURN – 20__ TAX DUE ____________
7. OVERPAYMENT - REFUND $ ____________ OR CREDIT $ ____________ TO NEXT YEAR'S ESTIMATE (IF LINE 5e IS GREATER THAN LINE 4)

No taxes of less than $10.00 shall be collected or refunded.
By Law, all Refunds & Credits in excess of $10.00 are being reported to the I.R.S. on 1099-G

DECLARATION OF ESTIMATED TAX FOR YEAR 20__

8. TOTAL INCOME SUBJECT TO TAX $ ________ MULTIPLY BY TAX RATE OF 2.0% FOR GROSS TAX OF $ ____________
9. LESS EXPECTED TAX CREDIT
   a. TAX WITHHELD BY EMPLOYER FOR READING ____________ $ ____________
   b. PAYMENT OR TAX WITHHELD FOR OTHER CITY ____________ $ ____________ $ ____________
      (NOT TO EXCEED 2.0% OF THAT PORTION TAXED)
10. NET TAX DUE FOR 20__ (LINE 8 MINUS LINE 9 TOTAL) ____________ $ ____________
    a. OVERPAYMENT FROM PRIOR YEAR (FROM LINE 7 ABOVE) ____________ $ (____________)
11. AMOUNT PAID WITH THIS DECLARATION (NOT LESS THAN ¼ OF LINE 10, LESS LINE 10a) ____________ $ ____________
12. TOTAL OF THIS PAYMENT (LINE 6 PLUS LINE 11) ____________ $ ____________

THE UNDERSIGNED DECLARES THAT THIS RETURN (AND ACCOMPANYING SCHEDULES) IS A TRUE, CORRECT AND COMPLETE RETURN FOR THE TAXABLE PERIOD STATED AND THAT THE FIGURES USED HEREIN ARE THE SAME AS USED FOR FEDERAL INCOME TAX PURPOSES.

TO PAY BY CARD: Processing Fee Is 3.5%
CARD NUMBER: _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _

____
Signature of Taxpayer Date

EXP. DATE: ___/___ CV CODE: _ _ _ AMOUNT: $________

____
Signature of Taxpayer Date

____
Signature of Person Preparing if Other Than Taxpayer / Phone

____
Cardholder Signature

FOR INDIVIDUALS WHO HAVE TAXABLE INCOME OTHER THAN WAGES OR WHO CLAIM EXPENSES AS A DEDUCTION FROM SUCH WAGES

13. TAXABLE INCOME NOT REPORTED ON W-2 (ATTACH 1099 OR FEDERAL SCHEDULES) ______ $ ______

14. NET PROFIT (LOSS) FROM BUSINESS (ATTACH FEDERAL SCHEDULE C) ______ $ ______

15. NET PROFIT (LOSS) FROM RENTAL AND/OR PARTNERSHIPS (ATTACH FED. SCH. E) ______ $ ______

16. TOTAL NET PROFIT FROM BUSINESS (LINE 14 PLUS LINE 15) ______ $ ______

17. TOTAL BUSINESS LOSS FROM PREVIOUS TAX RETURNS ______ $ (______)
(OPERATING LOSSES MAY BE CARRIED FORWARD FOR MAXIMUM PERIOD OF FIVE (5) YEARS.

18A. SUBTRACT LINE 17 FROM LINE 16 (IF RESULT IS LOSS, PUT ON THIS LINE FOR ______ $ (______)
FUTURE CARRY FORWARD) (Business activity losses MAY NOT be used to offset salary or wage earnings)

18B. IF THE CALCULATION ON LINE 18A (LINE 16 MINUS LINE 17) RESULTS IN A GAIN, LIST HERE ______ $ ______

19. DEDUCTIONS AND NON-TAXABLE INCOME (SEE INSTRUCTIONS FOR READING ALLOCATION)
A. ______ $ ______
B. ______ $ ______

C. TOTAL DEDUCTIONS AND/OR NON-TAXABLE INCOME (LINE 19A PLUS LINE 19B) $ ______

20. TOTAL TAXABLE INCOME (LINE 13 PLUS LINE 18B, MINUS LINE 19C)
ENTER TOTAL FROM LINE 20 ON THIS LINE AND ON LINE 2 ON FRONT OF THIS RETURN ______ $ ______

INSTRUCTIONS

FOR COMPLETION OF LINES 1 THRU 20 AND ADDITIONAL INFORMATION AND FORMS, VISIT OUR WEBSITE AT www.readingohio.org

1. Enter the grand total of qualifying wages from all W-2 forms for the tax year. Each W-2 form should be examined as the local wage should equal the Medicare wages. **QUALIFYING WAGES FOR READING INCLUDES 401k CONTRIBUTIONS, DEFERRED ANNUITY PLANS, AND STOCK OPTIONS. GAMBLING WINNINGS ARE TAXABLE AND SHOULD BE INCLUDED ON THIS LINE.**

2. To be completed only if you are required to complete Page 2. **NOTE: BUSINESS/RENTAL LOSSES MAY NOT BE USED TO OFFSET W-2 WAGES.**

5. Credit for tax paid to another City is limited to 2.0% (PER W-2) of the amount of income on which tax was withheld. You must take each W-2 and compute the tax credit individually – then insert the total of those tax credits on Line 5c.

   a. List tax withheld by employer for Reading.
   b. Total estimated tax paid to Reading.
   c. No credit for county tax. Credit for tax paid to another City must be adjusted to credit limitation of 2.0% on that portion taxed by said City. Tax credit per individual may not exceed 2.0% Excess credit paid to other Cities may not be applied to spouse's tax credit.
   d. Overpayment carried from prior year.
   e. Total lines 5a through 5d.

PLEASE NOTE: If only a portion of a Reading resident's income (W2 wages) is taxed by the city of employment, the untaxed balance of the individual's income is subject to the 2.0% Reading tax.

7. Overpayment will be applied to current tax year estimate. No carryover amount will be credited if amount is less than $1.00.

8. Insert the amount of income you expect to make for the current tax year Estimation should not be less than last year's earnings unless otherwise noted. Multiply your expected income by 2.0% to obtain gross tax due for the current tax year.

11. You may pay the entire amount declared with the filing of this form.

13. Enter any taxable income that has not been reported on a W-2. **Income reported on 1099-INT, 1099-R, and 1099-D is not taxable.**

15. Complete if gross income on all rental property owned exceeds $300.00 per month ($3600.00 per year).

19. Deductions will be allowed only when a W-2 is attached and all expenses have been substantiated by proper schedules.

   a. Employment expenses are allowable on the same percentage basis as wages are allocated and tax is paid to Reading.
   b. Wages earned by a resident prior to move in or after move out of Reading can be adjusted here. All other uses of the line should be accompanied by proper documentation.

For those residents moving in or out of Reading during the year, use Line 19B for income not subject to Reading Income Tax and bring the amount as a deduction Forward to Page 1, Line 2; therefore, the figure on Line 3 is the "prorated" amount used to figure your Reading tax liability.

NOTE: Unless accompanied by all required substantiating documents, payment of the Tax Declared Due (Line 6) and, if required, at least ¼ of the Estimated Tax (Line 10), this form is not a legal final return or declaration.

EXTENSION POLICY: An extension may be granted provided an IRS extension has been secured and estimated tax has been paid. The extension must include the 1st quarter estimate payment for the current tax year (If applicable). **This is an extension to file your tax return, not to pay.**

DECLARATION AND RETURN PAYMENT CALENDAR

APRIL 15th/Fed Due Date	JUNE 15th	SEPTEMBER 15th	JANUARY 15	APRIL 15th/ Fed Due Date
File/Pay Tax Return File Declaration Remit 1st Quarter Payment	Remit 2nd Quarter Payment	Remit 3rd Quarter Payment	Remit 4th Quarter Payment	File/Pay Tax Return File Declaration & Remit 1st Quarter Payment