

## GENERAL INSTRUCTIONS – TAX YEAR 2016

**IF YOUR WORK SITUATION CHANGED DURING THE TAX YEAR, SUCH AS: YOU RETIRED, BECAME UNEMPLOYED, DISABLED, MOVED, MARRIED OR DIVORCED, YOU SHOULD STILL FILE YOUR TAX FORM TO ADVISE THIS OFFICE OF YOUR CURRENT STATUS. REQUEST ADD'L FORMS: [crestonvillagetax@aol.com](mailto:crestonvillagetax@aol.com)**

### WHO MUST FILE

Every individual, 18 years or older, who is a resident (temporary or permanent) of the Village of Creston **MUST** file a tax return whether he or she has taxable income or not and whether the tax is withheld or not. (Exception: Taxpayer who has already established non-filing status with the Village of Creston Tax Department). All earnings wherever earned, are considered taxable. The location of the places from which payment is made or where payment is received is immaterial. Full-time college students under age 24 must file but are exempt from paying the tax. Proof of full-time student status must be submitted at time of filing.

All part-year residents who lived in the Village of Creston only a portion of the tax year must file a return. Income, deductions and credits can be allocated on a pro rata basis.

### TAXABLE INCOME (includes but is not limited to:

- Gross Salaries and wages
- 1099 Earnings
- Tips
- Commissions and fees
- Bonuses
- Incentive Payments
- Director's fees
- Property in lieu of cash tips
- Dismissal or Severance pay received or accrued
- Contest prizes and awards
- Tax shelter plans
- Vacation and sick pay
- Wage continuation plans
- Supplemental Unemployment benefits
- Depreciation recapture
- Other compensation earned
- Lease rent – Gas wells
- Lottery winnings

### NON-TAXABLE INCOME includes:

- Dividends
- Capital Gains
- Interest
- Military pay and allowances
- Insurance proceeds
- Disability Benefits
- Pension (Payments received)
- Annuities
- Alimony
- Child Support
- Social Security
- Medicare
- Welfare Payments/Poor Relief
- Unemployment Insurance Benefits
- Inheritances
- Scholarships
- Involuntary conversions
- Royalties
- Intangible income
- The income of religious, fraternal, charitable or other non-profit associations are exempt from real estate tax or exempt by enumeration in section 718.01 of the Ohio Revised Code or section 501(a) of the Internal Revenue Code.
- Wages earned under Age 18 & Full-time student under age 24, with proof of student status.

### FILING DATES

On or before **April 18th**, following the close of the calendar year. If the return is made for a fiscal year or any period less than a year, file within 105 days from the end of the fiscal year or other period.

### EXTENSION TO FILE:

An extension with the Village of Creston is conditionally approved by the Administrator. Request an extension by submitting a copy of the Federal Extension request on or before the original due date. The extended due date is the last day of the month following the extension month approved by the IRS. **AN EXTENSION TO FILE IS NOT AN EXTENSION OF TIME FOR PAYMENT OF THE TOTAL TAX LIABILITY.** Extensions are not granted for filing the Declaration of Estimated Tax even though extensions may be granted for filing of the tax return.

### PENALTY AND INTEREST

LATE FILING PENALTY is \$25.00 for filing tax return after due date. INTEREST is charged at the rate of .5% per month on all past due tax. PENALTY is charged at the rate of 1.50% per month on all past due tax.

### EXEMPTIONS AND ITEMIZED DEDUCTIONS

Exemptions and itemized deductions as available on individual federal income tax returns are **not allowed**. The municipal income tax is based on gross earnings. **(Box 5 on W2 form)**

### NO CREDIT ALLOWED FOR MUNICIPAL TAX PAID ELSEWHERE

There is NO credit for municipal tax withheld or paid to other communities.

### TAXPAYER ASSISTANCE

You can call the tax office (330-435-6021) or email, to make an appointment for help with your Village tax return. In addition, the tax assistant is available Fridays from 9:00am-3:00pm. to help you, and during tax season, Saturday appointments can be scheduled.

### SPECIFIC INSTRUCTIONS

**HEADING-**Print name, address, social security or Federal Id number plainly. If you have **moved in or out of Creston during the year, please give date of move.**

**Line 1-**Total of highest gross wages from each W2, usually Box 5 wage.

**Line 2-**Enter Total Other income (1099, Schedules, etc.)

**Line 3-**Total Gross Income of Lines 1 & 2.

**Line 4-**Multiply taxable income on line 3 by 1%.

**Line 5-**This is the estimated tax payments made to Creston.

**Line 6-**This is tax withheld and paid to Creston by the employer.

**Line 7-**Overpayment from prior years, if applicable.

**Line 8-**Note: If wages and taxes withheld are reduced by 2106 expenses, use the net amount for line 8 calculations.

**Line 9-**Add lines 5 through 8.

**Line 10-**If line 9 is greater than line 4, subtract and enter here. This is the amount you overpaid.

**Line 11-**Amount you want to credit to next year unless you request a refund on **Line 12. No refunds under \$10.00 will be paid.**

**Line 13-**If line 4 is more than line 9, this is the amount you owe.

**Line 14-**All taxes remaining unpaid after they become due are subject to penalties and interest.

**Line 15-**Estimated total gross income for 2016.

**Line 16-**Multiply Line 15 by 1%.

**Line 17-**Taxes to be withheld from employer & paid to Creston.

**Line 18-**Credit from Line 11, if applicable.

**Line 19-**Subtract Line 17 & 18 from Line 16.

**Line 20-**One-fourth of the estimated tax due for 2016 is the amount to be remitted with this return.

**Line 21-**Total amount due (add Lines 13, 14 & 20)

**PLEASE INCLUDE A COPY OF PAGE 1 OF YOUR FEDERAL TAX RETURN!**