



READ ALL INSTRUCTIONS CAREFULLY BEFORE PREPARING RETURN

- 1.) Tax Return will be considered incomplete if W-2's, all federal schedules or other financial statements, where applicable, are not attached.
- 2.) Fill out both sides of form if applicable.

What is the Tax Rate?

The income tax levied by the Village of South Zanesville at a rate of one and one-half percent (1.5%) is levied on the Municipal Taxable Income of every person residing in and/or earning and/or receiving income in the Village of South Zanesville.

Who must file a Tax Return?

Mandatory tax filing for all Village residents 16 years or older (individuals and businesses). Anybody who must file under the Federal Income Tax Law.

TAXPAYERS WHOSE SOLE INCOME IS DERIVED FROM NONTAXABLE INCOME SOURCES SUCH AS UNEMPLOYMENT, SOCIAL SECURITY, PENSIONS, ETC.; DO NOT HAVE TO FILE A RETURN AFTER THE FIRST YEAR. HOWEVER YOU MUST FILL OUT AND RETURN THE EXEMPTION FORM FOUND ON THE BACK OF THIS PAPER SO THAT YOU WILL NO LONGER RECEIVE OUR FORMS. FAILURE TO TURN IN THE EXEMPTION FORM WILL RESULT IN OUR OFFICE CONSIDERING YOUR ACCOUNT DELINQUENT.

Residents:

- 1.) Residents in the Village of South Zanesville who received salaries, wages, sub pay, commissions, and other earned income for work done or services performed or rendered from all sources of income.
- 2.) Residents have rental property located in or outside the Village of South Zanesville. However, the tax is computed on the net income only, after allowances for depreciation, Real estate taxes, repairs, insurance, etc. Losses for rental units located outside Village can only be used to offset profits from rental units located outside of the Village.

Non-Residents:

- 1.) Non-Residents of the Village of South Zanesville who receives salaries, wages, commissions, and other earned income for work done or services performed or rendered within the Village of South Zanesville when the employer did not withhold.
- 2.) Non-Residents have rental property situated within the Village of South Zanesville. However, the tax computed on the net income only, after allowance for depreciation, real estate taxes, repairs, insurance, etc. The South Zanesville Ordinance provides NO provision for a carry forward operating loss.

Important:

A credit is allowed to South Zanesville residents for the income tax paid to another municipality. Limited to the amount of tax that would have been paid to the Village of South Zanesville. (Persons, resident or non-resident, shall not be permitted to off-set any losses derived from business against any wages or payroll earnings outside of that business.)

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 of one and one-half percent (1 ½ %) 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 its employer 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 is due by January 31st of the following year.

Income Not Subject to the Above Tax:

Pensions, social security, disability benefits, military, unemployment, etc. are not subject to the tax. Also, earnings and income of all persons under 16 years of age whether residents or non-residents, are exempt. **(Exemption form on other side)**

When to File:

Declarations of estimated income for the current year, payable quarterly, plus the annual return for the proceeding taxable year, are due by April 18th of each year from Individuals and Businesses. Returns filed or postmarked after April 18th have a \$25.00 late filing penalty due with the return. Due dates for fiscal year taxpayers depend on the month they use for closing their accounting year.

Extension of Time:

Upon written request of the taxpayer made on or before the date for filing the return, and for good cause show, Finance Director may extend the time of filing the return for a period of not more than six (6) months or not more than 30 days beyond any extension requested of or granted by the Bureau of Internal Revenue for the filing of Federal Income Tax Return.

PLEASE FILE RETURN WITH:

***Village of South Zanesville
(ATTENTION: TAYLOR BENNETT)***

24 E. Main Street, South Zanesville, Ohio 43701