

**CITY OF NEW LEXINGTON**

Income Tax Bureau  
215 South Main Street  
New Lexington, OH 43764  
Phone: (740) 342-4660  
Hours 8AM - 4PM Mon - Fri

If name or address is incorrect, please make necessary changes.

You MUST fill in your social security number(s) and phone number.

NAME: \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_

SPOUSE: \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

ACCOUNT #: \_\_\_\_\_ HOME PHONE # (REQUIRED)  
(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

1. Wages, Salaries, tips and other earned compensation. **Use highest amount on W-2.** See line 4 of instructions. **Attach all W-2's.** If you lived here a partial year, please contact the tax office. .... \$ \_\_\_\_\_
2. Income or Loss from Business or Rental Properties. Attach applicable Federal schedule. Put brackets <> if loss... \$ \_\_\_\_\_
3. Total Taxable Income (Add lines 1 & 2. Business loss cannot be subtracted from line 1.) ..... \$ \_\_\_\_\_
4. Tax Due (Line 3 x 0.01).....\$ \_\_\_\_\_
5. Credits:
  - A. Amount of New Lexington tax withheld by employer (See boxes 19 and 20 of W-2s.).....\$ \_\_\_\_\_
  - B. Tax paid to other municipalities (Wages on each W-2 x 0.005) (Figure each W-2 separately)... \$ \_\_\_\_\_
  - C. Total Credit: (Add lines 5A and 5B) ..... \$ \_\_\_\_\_
6. **Tax Due before estimated payments and prior year credits (Subtract line 5C from line 4)** ..... \$ \_\_\_\_\_
7. Estimated payments and credits carried over from previous tax year. .... \$ \_\_\_\_\_
8. **Tax Due or Overpayment before penalties, interest and late fees: (Subtract line 7 from line 6.)** ..... \$ \_\_\_\_\_
  - A. **1.5% penalty on tax due for late filing per month (fractions of months count as whole month late)**.....\$ \_\_\_\_\_
  - B. **0.5% interest on tax due for late filing per month (fractions of months count as whole month late)**.....\$ \_\_\_\_\_
  - C. **Late File Charge: 30 days or less = \$25.00, 31 to 90 days = \$50.00, 91 or more days = \$100.00**.....\$ \_\_\_\_\_
9. **Distribution of Overpayment – If you have an overpayment on line 8D please complete the following:**
  - A. Credit to 2007 taxes ..... \$ \_\_\_\_\_
  - B. Refund (Make sure correct mailing address is shown at top of form.) ..... \$ \_\_\_\_\_

**NO REFUND IS ISSUED UNTIL RETURN IS AUDITED & 1<sup>ST</sup> QUARTER ESTIMATED PAYMENT (IF ANY) IS MADE.**

NOTES: If the balance due is less than \$1.00, payment need not be made. If the overpayment is less than \$1.00, no refund will be issued.

Mailing income tax returns without payment, proper documentation, and/or signature does not constitute a filing.

Incomplete returns will be returned to you.

### **DECLARATION OF ESTIMATED NEW LEXINGTON INCOME TAX**

Per Ordinance 77-9 **YOU ARE REQUIRED TO** declare an estimated tax if you owe more than \$50.00 (on line 6 above). Declaration needs to be filed on all non-taxed wages and wages earned outside New Lexington. First quarter payment is due with return by April 17, 2007. Estimates not paid by the due date will be assessed penalty, interest and late charge.

10. Tax due in 2006 before estimated payments and prior year credits (from line 6 above). .... \$ \_\_\_\_\_
11. Credits carried over from 2006 (from line 9A above) .... \$ \_\_\_\_\_
12. Declaration amount (subtract line 11 from line 10) .... \$ \_\_\_\_\_
13. Amount due with filing of return (line 11 x 0.25 (25%))....\$ \_\_\_\_\_
14. **TOTAL TAX DUE** - Add line 13 and line 8D (This is your total due by **April 17**) .... \$ \_\_\_\_\_

NOTE: 1st quarter estimated payment due April 16. Due dates for remaining quarters: July 31, October 31 & January 31. Bills will be sent for these payments.

#### **ACKNOWLEDGEMENT**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

SIGNATURE OF TAXPAYER

/ /  
DATE

SIGNATURE OF PAID PREPARER

/ /  
DATE

SIGNATURE OF SPOUSE IF JOINT RETURN

/ /  
DATE

**This form is for businesses & individuals.  
Instructions and information on reverse.**

Calendar year taxpayers file on or before:  
**April 17, 2007.**

Fiscal & partial year taxpayers must file within 105 days from end of tax period.

If tax forms are no longer needed,  
check box and state reason:  
\_\_\_\_\_

File original with tax office. Include all W-2s, 1099s, Federal Schedules and payment. Returns missing documentation or signature will be returned to you for completion and may be subject to late charges, penalties and interest.  
**INSTRUCTIONS AND ADDITIONAL INFORMATION ON REVERSE.**

If your AND your spouse's (if applicable) ONLY source of income for the entire year was items listed in number 4 below, put a zero on line 1, fill in your telephone number in case we have questions, fill in your social security number and spouse's (if applicable), sign the form and return it to the income tax office. Returns missing any of this information will not be accepted. If you did not work or live in the city at any time during the tax year, and did not own rental property in New Lexington, check the box in the upper right corner of the form and state the reason why forms are no longer needed. Remember that ANY person working OR living in the city OR any person that owns rental property in the city must file a return even if no tax is due. You must send all copies of W-2's, 1099's or Federal Schedules for all money claimed with the original copy. Any tax owed is due at the time of filing. Your return must be signed and the telephone number and social security number(s) must be filled in. If any of these items are omitted your income tax return will not be accepted.

Listed below is income that you DO NOT pay city tax on:

- |   |  |
|---|--|
| A. Military pay including reserve pay   | B. Alimony                                   |
| C. Capital gains  | D. Interest                                  |
| E. Dividends  | F. Social Security Benefits                  |
| G. Workers' compensation  | H. State unemployment benefits               |
| I. Insurance benefits   | J. Prizes – unless connected with employment |
| K. Gambling winnings (losses are NOT deductible)  | L. Public Assistance payments                |
| M. Pension income – includes lump sum distributions   | N. Annuities – at the time of distribution   |
| O. Housing for clergy   | P. Government allotments                     |
| Q. Election Board payment up to \$1,000.00  | R. IRC Section 125 cafeteria plans           |
| S. Religious, fraternal, charitable, literary or educational institution's income. This only applies to the institution itself. |  |

Employees of these institutions are still required to file and pay tax on the income they earn.

Fill in or make any necessary corrections to your name, address, etc.

1. On line 1, write in the total wages, salaries, tips, etc. from your W-2s, etc. Use the highest amount on your W-2-boxes 1, 3, 5, 16 & 18.
2. On line 2, write in the amount of taxable income or loss from your business or rental properties. If you sustained a loss in 2006 write the amount in brackets (<0.00>). Losses cannot be subtracted from your W-2 income. You must attach a copy of your Federal Schedule. If you have no rental or business income, write a zero on line 2.
3. Add lines 1 and 2 and write the total on line 3. Losses on line 2 should be treated as a zero amount.
4. Multiply line 3 by 0.01 (1%). Write the answer on line 4.
5. If any New Lexington tax was withheld from your pay (see boxes 19 and 20 of your W-2) write the amount on line 5A. If you have more than one W-2 add only the amounts from each W-2 withheld for New Lexington and write the total on line 5A.
6. If the locality listed in box 20 of your W-2 is anything other than New Lexington, you will need to figure the credit for each W-2 separately. Multiply the highest amount of wages on the W-2 by 0.005 (0.5%). If the answer is less than the amount stated in box 19 of the W-2, write the answer on a piece of scrap paper. If the answer is greater than the amount stated in box 19 of your W-2, write the amount from box 19 of your W-2 on a piece of scrap paper. Follow the above instructions for each W-2 if you have more than one. Write the total amounts for all the W-2s from your piece of scrap paper on line 5B.
7. On line 5C, write the total of lines 5A and 5B.
8. Subtract the amount on line 5C from the amount on line 4. Write the answer on line 6.
9. Payments and credits on line 7 will only apply to those people who had a credit carried forward from the previous tax year or made estimated payments toward their taxes. This amount will already be filled in. If you do not see an amount on this line even though you made payments or had a credit from a previous year, please contact our office to verify that we received the payment. Otherwise, write a zero on line 7.
10. Subtract line 7 from line 6. Write the answer on line 8.
11. If your return is being filed late you will owe a penalty, interest and a late fee. If your return is filed a month or any fraction of a month late (example: 1 day) you will still owe penalty and interest for an entire month. Multiply line 8 by 0.015 (1.5%). Multiply the answer by the number of months (fractions of months count as a full month) you are filing late. Write the answer on line 8A. Multiply line 8 by 0.005 (0.5%). Multiply the answer by the number of months (fractions of months count as a full month) you are filing late. Write the answer on line 8B. Fill in your late charge on line 8C according to the number of days you are filing late: 30 days or less = \$25, 31 to 90 days = \$50, 91 days or more = \$100.
12. Add lines 8, 8A, 8B & 8C. Write the total on line 8D. If the amount is negative write the number in brackets (example: <5>).
13. The amount on line 8D is the amount you owe the tax department. This amount is due no later than April 15. If payment is made late you will owe penalty, interest and a late fee and may be summoned to appear in Mayor's Court for failure to file and pay taxes. If you have an overpayment on line 8D (a negative number), complete lines 9A and 9B.
14. **Please note that any balance due that is less than \$1.00 need not be made. Any refund less than \$1.00 will not be issued. No refund will be issued until your return has been audited. If you are required to make estimated payments, your refund will be applied to your 1<sup>st</sup> quarter estimated payment for the next tax year and no check will be issued.**
15. Those people owing more than \$50.00 are required under city ordinance to fill out the bottom portion of the tax return labeled Declaration of Estimated New Lexington Income Tax. This will provide us the information needed to set up your Declaration so that you can make estimated payments throughout the year (quarterly) toward the next year's taxes. You are required to make these quarterly payments according to the due dates listed on the payment vouchers which will be mailed to you each quarter. Your first quarterly payment must be paid when you file your return.
16. Our office assumes that you will owe approximately the same amount of taxes next year that you owed this year (before applying your estimated payments, penalty, interest and late fee, if applicable). On line 10 of your return fill in the amount of 2006 tax due before estimated payments and prior year credits (from line 6 of your return).
17. On line 11 fill in any overpayment carried forward as a credit to the next tax year (from line 9A of your return).
18. Subtract line 11 from line 10. Write your answer on line 12. This is your Declaration, an estimate of your tax liability for next year.
19. You are required to pay one-fourth (1/4) of your Declaration (your first quarter payment) with this year's tax return. Multiply line 12 by 0.25 (25%). Write the answer on line 13.
20. Add lines 13 and 8D. This is your total tax due. Check or Money Order made payable to New Lexington Tax Bureau must be received by the due date on the form to avoid penalty, interest and late fee.