

# INSTRUCTIONS

**NAME AND ADDRESS:** Current address should appear here. Account number, if known should also appear here. Indicate any changes or corrections to name and address.

**PARTIAL YEAR RESIDENT:** Indicate date you moved in or out of Village of Pemberville.

**SECTION A: INCOME SECTION**

**LINE 1.** Enter income from ALL W-2's, including income earned out of the city and/or state.

**LINE 1a.** Total of all Line 1 income. (IF THIS IS YOUR ONLY INCOME, GO TO LINE 3.)

**LINE 2.** Enter Total Income from Schedules C, E, and H from Page 2. Exclude any losses. NET LOSSES from a business activity cannot be used to offset salaries, wages, commissions, or the Net Income from any Other Entity or Activity. Each business loss may be carried forward to offset future income from the same entity for the same owner for a period of five (5) years. Each business profit that exceeds loss carry forwards from the same entity must be included in taxable income.

**LINE 3.** Add lines 1a. and 2. Partial year resident, make notation on dotted line as to number of months income that are taxable to Village of Pemberville and enter that figure in LINE 3.

**Line 4.** Multiply Line 3 by 1% (.01).

**SECTION B: CREDITS**

**LINE 5a.** Enter any estimated payments made directly to the Village of Pemberville.

**LINE 5b.** Enter credit carryovers received from the previous year on a 1099 G form.

**LINE 6.** Enter all tax that was withheld for Village of Pemberville by your employers.

**LINE 7.** Add Lines 5a, 5b, and 6 and enter.

**LINE 8.** Subtract Line 7 from Line 4. If Line 4 is greater than Line 7, enter difference here. This amount is due and payable with this tax return.

**LINE 9.** If paid after due date, add Interest and Penalty as per tax return.

**LINE 10.** Add Lines 8 and 9. This is your total balance due from this tax filing. Make check payable to Village of Pemberville. (Payments less than \$5.00 are not required.)

**LINE 11.** If Line 7 is greater than Line 4, indicate if you desire a refund or credit to next year's tax. Any overpayments less than \$5.00 will not be refunded or carried forward.

**SIGNATURE:** Please sign, date and enter phone number on tax return.

**BACK PAGE OF TAX RETURN**

In lieu of preparing the back sections, please attach Federal Schedules. This section is self-explanatory. Taxpayers will use this section for reporting any other types of taxable income received other than W-2 wages. **REMEMBER TO SUBMIT A COPY OF ANY FEDERAL SCHEDULE, SUCH AS SCHEDULE C, SCHEDULE E, SCHEDULE F OR FORM 2106, THAT APPLY TO YOUR FILING SITUATION.** Also remember the net loss from a business activity cannot be used to offset salaries, wages, commissions, or the NET INCOME FROM ANY OTHER ENTITY OR ACTIVITY. Each business loss may be carried forward to offset future income from the same entity for the same owner for a period of five (5) years. Each business profit that exceeds loss carry forwards from the same entity must be included in taxable income.

Accountants or businesses who are completing this section, please be sure to submit a copy of any FEDERAL SCHEDULES AND FORMS that support the information you are reporting on this tax filing. If you do not understand what is required of you to complete this return, please contact the Income Tax Department for assistance.

**THE FOLLOWING IS A LIST OF WHAT INCOME IS TAXABLE AND WHAT INCOME IS NOT. PLEASE BE AWARE THAT THESE LISTS ARE NOT ALL EXCLUSIVE, AND IF YOU HAVE RECEIVED ANY TYPE OF INCOME THAT DOES NOT APPEAR ON THE LIST, CONTACT THE INCOME TAX DEPARTMENT FOR ASSISTANCE.**

TAXABLE INCOME	NET PROFITS FROM:	NON-TAXABLE INCOME
<p><b>Gross wages, salaries, commission and other compensation to include.</b></p> <ol style="list-style-type: none"> <li>1. Sick pay and vacation pay (including annual leave).</li> <li>2. Income from wage continuation plans.</li> <li>3. Stock options - taxed when exercised amount indicated on W-2 form.</li> <li>4. Cost of group term life insurance over \$50,000.00</li> <li>5. Severance pay.</li> <li>6. Compensation paid inproperty or the use thereof at fair market value to the same extent is taxable under the Federal Internal Revenue Act and so indicated on W-2 form.</li> <li>7. Tips.</li> <li>8. Deferred Income Plans are taxable.</li> <li>9. Contributions to 401-K Plans, etc.</li> <li>10. Income from guaranteed annual wage contracts.</li> <li>11. Bonuses.</li> <li>12. Directors fees.</li> <li>13. Union steward fees.</li> <li>14. Ordinary income from Form 4797.</li> <li>15. Profit Sharing - if from non-qualified plan.</li> <li>16. 5% of tangible income.</li> </ol>	<ol style="list-style-type: none"> <li><b>1. Corporations</b> (Including sub-chapter S Corporations)</li> <li><b>2. Unincorporated businesses;</b> <ol style="list-style-type: none"> <li>a. Sole proprietorships - Schedule C</li> <li>b. Rental properties - Schedule E</li> <li>c. Partnerships</li> <li>d. Farm Net Income - Schedule F</li> </ol> </li> <li><b>3. Trusts and Estates</b> (file and pay as entity)</li> </ol>	<ol style="list-style-type: none"> <li>A. Military pay including reserve pay.</li> <li>B. Alimony and Child Support.</li> <li>C. Capital gains - unless filed on Form 4797.</li> <li>D. Cafeteria Plans</li> <li>E. Federally reported intangible income such as, but not limited to Interest, Dividends, and Patents and Copyright Income; Except that from IRC Section 1221, Property Dispositions.</li> <li>F. Social Security benefits.</li> <li>G. Worker's Compensation.</li> <li>H. State unemployment benefits.             <ol style="list-style-type: none"> <li>I. Prizes - unless connected with employment</li> </ol> </li> <li>J. Income of religious, fraternal, charitable, scientific, literary or educational institutions to the extent that such income is derived from tax-exempt real estate, tax-exempt tangible or intangible property or tax-exempt activities.</li> <li>K. Welfare payments.</li> <li>L. Pension or retirement income on 1099-R.</li> <li>M. Annuities - at time of distribution.</li> </ol>