



**NOTE: To complete Schedules EX 18, J and K see instructions on page 7.**

**SCHEDULE EX 18 HOUSEHOLD MEMBERS UNDER 18 YEARS OF AGE**

	FIRST NAME	INITIAL	LAST NAME IF DIFFERENT THAN PARENT	SOCIAL SECURITY NUMBER			DATE OF BIRTH			RITA USE ONLY	
							MONTH	DAY	YEAR	Y	N
1										Y	N
2										Y	N
3										Y	N
4										Y	N
5										Y	N
6										Y	N
7										Y	N
8										Y	N

COPIES OF ALL APPROPRIATE FEDERAL SCHEDULES ARE REQUIRED IF COMPLETING SCHEDULE J.

<b>SCHEDULE J</b>		<b>SUMMARY OF NON W-2 INCOME (Enter Municipality Where Earned)</b>					
Print the name of each city where a profit(loss) was earned in the appropriate box(es)		COLUMN 1 RESIDENCE CITY	COLUMN 2 NONTAXING CITY	COLUMN 3 RITA CITY OF	COLUMN 4 RITA CITY OF	COLUMN 5 TAXED BY A NON-RITA CITY	COLUMN 6 ADD COLUMNS 1, 2, 3, 4 and 5
23.	From Federal SCHEDULE C Attached	21	22	23	24	25	
24.	From Federal SCHEDULE E Attached	31	32	33	34	35	
25.	All Other Taxable Income (or loss). Attach Schedule	41	42	43	44	45	
26.	TOTAL NON-WAGE INCOME (Add Lines 23, 24, 25)						
27.	LESS LOSS CARRY FORWARD	51 ( )	52 ( )	53 ( )	54 ( )	55 ( )	
28.	WORKPLACE INCOME (Line 26 minus Line 27)	61	62				*
29.	WORKPLACE INCOME (Line 26 minus Line 27)			63	64	65	*
30.	MUNICIPAL TAX DUE Note: Line 30 cannot be less than zero.						
*Column 6, Line 28 or Line 29 cannot be less than zero. If amount is less than zero, use zero.							TOTAL of Column 6, carry to Line 1b. 31.
							<b>NOTE:</b> If any columns on Line 29 have entries complete Line 34

**SCHEDULE K**

See instructions on page 7. If additional space is needed, use separate sheet.

32. W-2 WAGES EARNED IN A RITA MUNICIPALITY OTHER THAN YOUR RESIDENCE MUNICIPALITY FROM WHICH NO MUNICIPAL INCOME TAX WAS WITHHELD BY EMPLOYER. Complete Lines below.

Wages	Municipality	Tax rate (see instructions)	Tax due

Copy total tax due onto Line 32 and onto Line 10, Section B.

32. \_\_\_\_\_

33. W-2 WAGES EARNED IN A NON-RITA TAXING MUNICIPALITY AND FROM WHICH NO MUNICIPAL INCOME TAX WAS WITHHELD BY EMPLOYER. Complete Lines below.

Wages	Municipality	Tax rate (see instructions)	Tax due

Copy total tax due on Line 33

33. \_\_\_\_\_

34. TAX DUE TO OTHER THAN RESIDENCE MUNICIPALITY ON NON W-2 INCOME REPORTED IN SCHEDULE J, LINE 29. COLUMNS 3, 4 AND 5. Complete Lines below.

Workplace income (Line 29, Column 3, 4, & 5)	Municipality	Tax rate (see instructions)	Tax due

Copy total tax due onto Line 34

34. \_\_\_\_\_

35. **Total Lines 32, 33 and 34.** Enter total on Line 35 and Line 4b, Section B.

35. \_\_\_\_\_

36. **FROM SCHEDULE J ABOVE, ADD LINE 30 COLUMNS 3 AND 4.** Enter total here on Line 36 and onto Line 11, Section B.

36. \_\_\_\_\_

ATTACH CITY COPY FORM W-2 FACE UP HERE

## GENERAL INSTRUCTIONS

THESE INSTRUCTIONS ARE TO SERVE ONLY AS GUIDELINES AND ARE SUPERCEDED BY THE APPLICABLE CITY ORDINANCES AND RULES AND REGULATIONS.

The REGIONAL INCOME TAX AGENCY (RITA) collects and distributes income tax for the municipalities listed on page 7 (RITA MUNICIPALITIES). We sent you this booklet because you are listed on our files as an active taxpayer for one or more of the RITA MUNICIPALITIES.

RITA processes tax returns and collects income tax from people who earned income during any part of the tax year while living, working or conducting business in RITA MUNICIPALITIES. You may owe municipal income tax to both the municipality where you lived (your residence city) and to the municipality where you worked or conducted business (your work city).

The FORM 37 SECTION A may be used if you have ONLY W-2 INCOME. RITA will calculate your tax liability and bill you for tax due to any RITA MUNICIPALITY. If you have overpaid your tax, RITA will credit your account or, if you choose, send you a refund. The filing deadline for Form 37 Section A is MARCH 31.

The FORM 37 SECTIONS A and B must be used if you have income from sources other than that reported on a W-2, file on extension or if you wish to calculate your tax. The filing deadline for Form 37 Sections A and B is APRIL 30 for all RITA MUNICIPALITIES EXCEPT BEXLEY, GALENA, MILAN, MILFORD CTR., MOUNT STERLING, NEW ALBANY, POWELL, REYNOLDSBURG, SHAWNEE HILLS, STEUBENVILLE AND TORONTO who have a filing deadline of APRIL 15.

If you are EXEMPT from reporting income on this form, please complete the EXEMPTION CERTIFICATE and return it to our office by APRIL 30 (APRIL 15 FOR BEXLEY, GALENA, MILAN, MILFORD CTR., MT. STERLING, NEW ALBANY, POWELL, REYNOLDSBURG, SHAWNEE HILLS, STEUBENVILLE AND TORONTO; MAY 15 FOR SUNBURY).

### INCOME TAXED BY CITIES

You must report all your income regardless of the income's origin or characteristics including wages, salaries, commissions, other compensation including fees, sick pay, bonuses, tips, rents and lottery/gambling winnings to the extent they are taxable as provided by ordinance, profits/losses from businesses including professional associations, partnerships and Subchapter S corporations,

royalties and employer supplemental unemployment benefits (subpay). **YOUR CONTRIBUTION TO RETIREMENT PLANS, ANNUITIES, DEFERRED COMPENSATION, 401K OR INDIVIDUAL RETIREMENT ACCOUNTS (IRA) ARE TAXABLE WHETHER OR NOT YOUR FORM W2 SHOWS THIS INCOME AS TAXABLE.**

### INCOME NOT TAXED BY CITIES

Income not taxed by cities includes: interest, dividends, Social Security, pensions, poor relief including state unemployment compensation, active service and reserve military pay, alimony receipts and income earned by someone under 18 years of age.

### MOVING FROM RESIDENCE MUNICIPALITY

If you moved from one residence city to another during the tax year, your income taxes will be allocated between the municipalities in which you lived. This allocation will be proportionate to the time you lived in each municipality.

### TAX REFUNDS

Refunds of taxes withheld for a RITA MUNICIPALITY from your wages as shown on Form W-2 MUST be applied for on an Application for Municipal Tax Refund Form 10A. **USE A FORM 10A TO OBTAIN A REFUND OF EXCESSIVE PAYROLL WITHHOLDINGS (INCLUDING TAX WITHHELD FOR A PERSON UNDER 18 YEARS OF AGE) OR FOR FEDERAL INCOME TAX FORM 2106 BUSINESS EXPENSES.**

An overpayment of estimated tax will be credited or, if you choose, refunded by filing either a Form 37-Section A or Form 37-Sections A and B.

### EXTENSION TO FILE

If you have a federal extension beyond the August automatic extension date, a copy of that extension must be received by RITA prior to 120 days after your original due date and all estimated liabilities, including current year estimates must be paid to date.

### PENALTY AND INTEREST

In accordance with law, penalty and interest will be charged for failing to file a return and to pay taxes, including estimated taxes, when they are due.

If your estimated payments are not 80% of the tax due, (70% for LOCKLAND, NEWTOWN and RIVERSIDE; 90% for SUNBURY) or are not equal to or greater than your prior year's total tax liability, you will be subject to penalty and interest assessments.

### SPECIAL NOTES:

- Residents of GARFIELD HTS. who are 62 years of age and older are entitled to a wage exemption.
- Residents of LAKEWOOD who attend an accredited college or university on a full-time basis and do not reside within the city more than 16 weeks during the year may be exempt from paying LAKEWOOD residence tax.
- Personal earnings of any person who is a full-time high school or undergraduate college student working within the State of Ohio during the taxable year for which period they are residents of OAKWOOD VLG. may be exempt from paying residence tax.
- MOGADORE taxpayers who are full-time, post secondary education program students may be eligible for a tax credit.
- Any LOCKLAND taxpayer who is 65 yrs. of age or older on December 21 of the taxable year and has gross taxable income of \$1,200.00 or less is exempt. An exemption certificate must be filed.
- Income of the mentally retarded or developmentally disabled while working in a government funded workshop for less than minimum wage is not taxable for REYNOLDSBURG. An exemption certificate must be filed. For MILFORD CTR., the first \$1,000.00 earned is exempt.
- Federal Form 2106 business expenses and Federal Form 3903 moving expenses are not allowed for OLMSTED FALLS and SHAWNEE HILLS taxpayers. For BAY VILLAGE, 2106 expenses are limited to the amount deductible for federal tax purposes and 3903 expenses are not allowed. For GALENA and SUNBURY, Schedule A deductions are not allowed and moving expense reimbursements are taxable. For REYNOLDSBURG, 3903 expenses are not allowed.
- Quarterly payments of estimated tax must be made regardless of the anticipated amount owed for ASHVILLE, BEACHWOOD, HUNTING VALLEY, LOCKLAND, MILAN, MILFORD CTR., MT. STERLING, NEWTOWN, NORTH LEWISBURG, OTTAWA, RICHWOOD, SHAWNEE HILLS, SOUTH SOLON, TORONTO, WAKEMAN and WINTERSVILLE; for AVON LAKE if the anticipated amount is at least \$40.00; for AURORA, BAY VILLAGE, GALENA, GLENWILLOW, HUDSON, MAYFIELD HTS., MIDDLEBURG HTS., NEW ALBANY, POWELL, SHAKER HTS., STRONGSVILLE, SUNBURY, UNIVERSITY HTS. and WILLOWICK if over \$50.00; for BRECKSVILLE if over \$75.00; for BEDFORD HTS., ELYRIA, GRANDVIEW HTS., REYNOLDSBURG, ST. PARIS, SILVER LAKE, STEUBENVILLE, UPPER ARLINGTON and WESTLAKE if over \$100.00; and, for BEXLEY at least \$200.00. For all OTHER RITA MUNICIPALITIES the minimum is \$10.00.
- The under 18 exemption does not apply to LOCKLAND, NEWTOWN, RIVERSIDE, ST. PARIS and WINTERSVILLE taxpayers. For AVON LAKE, this exemption applies to individuals under 16 years of age; for MILFORD CTR., students under 19 years of age; and, for OTTAWA under 19 years of age and earning no more than \$600.00/yr.

**IF YOU HAVE ANY QUESTIONS, CALL RITA AT (440) 526-4455, (614) 538-0512, TDD (440) 526-5332, OR TOLL FREE IN OHIO 1-800-860-RITA.**

## INSTRUCTIONS FOR FILING FORM 37 SECTION A

### CHANGE OF ADDRESS:

If you have moved since January 1, 1998, print the required information in the box.

### SOCIAL SECURITY NUMBER, NAME AND ADDRESS:

If your name, address or Social Security number was printed incorrectly, draw a line through the incorrect information and make the necessary corrections.

### REFUND OR CREDIT:

Indicate whether you want any overpayment of 1998 tax to be credited to your account or refunded to you.

### SECTION A, COLUMNS 1 THROUGH 5:

Rounding off to whole dollars is permitted. Eliminate any amount less than fifty cents and increase any amount from fifty cents through ninety-nine cents to the next higher dollar. List your W-2 wages in the chart. **EACH W-2 WAGE INCOME MUST BE LISTED ON A SEPARATE LINE.** COLUMN 1 contains the total wages you earned from each of your employers deducting 2106 expenses through Worksheet 1, page 8. COLUMN 2 contains the total amount of city income tax which your employer withheld from your wages. COLUMN 3 contains the name of the city where you worked to receive your wages. This data appears on your W-2 forms. COLUMN 4 contains the name of the city where you lived while earning your wages. If the income was not earned evenly throughout the calendar year, supply the from/thru dates in which that income was earned in COLUMN 5.

### SCHEDULE EX 18:

Complete Schedule EX 18 on the reverse side of the tax form. The instructions can be found on Page 7. Attach W-2's on the reverse side of the form where indicated.

### SIGNATURES:

Each taxpayer must sign the tax return, if filing a joint return, both taxpayers must sign the tax return. If someone other than the taxpayer prepares this tax return, the preparer must provide information described on the tax return.

**\*\* IF YOU HAVE W-2 INCOME ONLY AND WANT RITA TO CALCULATE YOUR TAX STOP HERE \*\***

## SECTION B

**LINE 1 (a)** - Enter on this line your Total W-2 wages from Section A, Column 1.

**LINE 1 (b)** - Enter on this line the total of your taxable income not on a Form W-2. This number may not be less than zero. It is calculated on Line 31 of Schedule J. Schedule J is located on the reverse side of the tax return and its instructions are located on Page 7.

**LINE 3** - Multiply Line 2 by your residence city's Tax Rate. This rate may have been typed onto your tax form and is also available on Page 7. Your residence city is the city where you lived when you earned your income.

**LINE 4 (a)** - Enter total tax withheld from Section A, Column 2 except withholdings for your residence city.

**LINE 4 (b)** - Enter the amount from Line 35, Schedule K, if applicable.

**LINE 5 (b)** - Complete WORKSHEET 2 on Page 8. Enter the total from worksheet 2 on line 5b.

**NOTE:** If you are able to offset non-wage income with a loss, the amount on Line 5(b) cannot exceed the net effect of the offset times the credit limit of your city of residence.

**LINE 5 (c)** - Enter the amount from Line 5a or 5b, whichever is less.

**LINE 6** - Multiply Line 5c by the Tax Credit of your residence city. Tax Credits are printed on Page 7.

**LINE 7 (a)** - Enter the amount of tax withheld by your employer for the city where you live (residence city). (Cannot exceed product of wages earned in residence city times residence city Tax Rate.)

**LINE 7 (b)** - If you used Schedule J, enter the total of payments made by your Partnership/S Corporation for you to any RITA MUNICIPALITY.

**NOTE:** The amount entered cannot exceed the municipal tax due reported in Schedule J, Line 30, Columns 3 and 4. Also, if offsetting Partnership/S Corporation income with a loss, the amount on 7b cannot exceed the tax due on the net effect of this offset.

**LINES 10 and 11** - Leave blank unless you completed Schedule K.

**LINE 13** - Add your 1998 estimated tax payments and enter this sum on Line 13. Do not include payments made in 1998 for a previous year's taxes.

**LINE 14** - Enter any credit from the prior year.

**AMOUNTS FOR LINES 13 AND 14 CAN BE VERIFIED BY CALLING RITA.**

**LINE 16** - If Line 15 is less than Line 12, subtract Line 15 from Line 12. Enter the difference on Line 16. **THIS BALANCE DUE MUST BE PAID TO RITA WHEN YOU FILE THIS RETURN. ADDITIONALLY, YOU MUST PAY AT LEAST ONE FOURTH OF YOUR ESTIMATED 1999 TAX LIABILITY.** See instructions for Line 20a.

**LINE 17** - If Line 15 is greater than Line 12, subtract Line 12 from Line 15. Enter the difference, your 1998 overpayment on Line 17.

**LINE 18** - If there is an overpayment on Line 17 and you want that overpayment credited to your account enter the full amount from Line 17.

**LINE 19** - If there is an overpayment on Line 17 and you want that overpayment refunded to you, enter the full amount from Line 17.

**LINE 20 (a) - IF YOU ANTICIPATE OWING INCOME TAX OF MORE THAN \$10.00 (SEE SPECIAL NOTES ABOVE) IN 1999, YOU MUST COMPLETE LINE 20a AND MAKE QUARTERLY PAYMENTS TOWARD YOUR 1999 ESTIMATED TAXES.** You may use the amount from Line 12 as your estimate. Otherwise, you must complete WORKSHEET 3 on Page 8.

**LINE 20 (b)** - Enter the amount from Line 20a or 1/4 of Line 20a.

COPIES OF ALL W-2'S, 1099'S AND APPROPRIATE FEDERAL SCHEDULES **MUST** BE SUBMITTED WITH YOUR RETURN AS VERIFICATION OF AMOUNTS STATED THEREIN. FAILURE TO ATTACH PROPER VERIFICATION OF THE AMOUNTS STATED ON THE RETURN OR TO PROVIDE RELEVANT DOCUMENTATION UPON REQUEST MAY AFFECT AMOUNTS OF TAXABLE INCOME AND/OR ALLOWABLE CREDIT.

**SCHEDULE EX 18 INSTRUCTIONS**

**HOUSEHOLD MEMBERS UNDER 18 YEARS OF AGE:** If the information is pre-printed on your form, please check for accuracy. Draw a line through any incorrect information and make the necessary changes.

If the information is not pre-printed on your form, please complete Schedule EX 18. For each household member under 18 years of age, provide all requested information including first name and initial (last name only if different than parent's), social security number and date of birth. If more space is needed, attach a separate sheet. Attach a copy of the individual's birth certificate or drivers license for age verification.

**SCHEDULE J (NON - W-2) INCOME INSTRUCTIONS**

**WHAT CONSTITUTES NET PROFITS:** Net Profits shall be determined on the basis of the information used for Federal Income Tax purposes, adjusted to the requirements of the ordinance of a RITA MUNICIPALITY. Expenses attributable to nontaxable income are not deductible. Gains and losses from the sale or exchange of capital assets to the extent recognized as capital gains or losses for Federal Income Tax purposes are generally not to be considered in arriving at net profits.

**HOW TO TREAT A NET LOSS:** The portion of a net operating loss sustained in any taxable year, allocable to a RITA MUNICIPALITY may be applied against the portion of the profit of succeeding year(s) allocable to that same RITA MUNICIPALITY until exhausted, but in no event for more than five (5) taxable years, three (3) years for Boston Hts., South Solon and Upper Arlington. No portion of a net operating loss shall be carried back against net profits of any prior year. The portion of a net operating loss sustained shall be allocable to a RITA MUNICIPALITY in the same manner as provided herein for allocating net profits to the taxing municipality. No portion of a net operating loss shall be offset against W-2 wages.

**Notes:**

- For Village of **POWELL** taxpayers- A net loss may be used to offset taxable income in **POWELL** only if the business is conducted in **POWELL** or in a non-taxing municipality.
- For **BEXLEY, GRANDVIEW HTS., NEW ALBANY, POWELL, REYNOLDSBURG, RIVERSIDE, SHAWNEE HILLS, SUNBURY** and **TORONTO** taxpayers - A net operating loss may not be carried forward.
- For **RIVERSIDE** taxpayers- A net loss, the profits of which would be taxable to Riverside, may be offset against salaries, wages, commissions and other personal service compensation or against net profits from other business or professional activities.

**LINE 23** - List all income from Federal Schedule C, making sure to put the amount earned in each city in the proper column.

Attach Federal Schedule C, Profit (or Loss) from Business or Profession - If you operate under the same or different trade names at more than one location and separate books are kept for each location, a separate copy of Schedule C must be attached for each location.

**LINE 24** - List all income from Federal Schedule E, making sure to put the amount earned in each city in the proper column. Attach Federal Schedule E. Be sure to enter your Federal Identification Number on the Federal Schedule E.

**INCOME FROM RENTS**

A person having rental property within a RITA MUNICIPALITY, who is receiving gross monthly rentals in excess of \$250.00 per month from any and all properties within that city, is considered to be engaged in a business activity and the net income is subject to the tax whether or not they are a resident of a RITA city. If you own rental property in more than one RITA MUNICIPALITY, the rental test stated above must be applied to each municipality individually and a separate

schedule fixed for each municipality.

In addition, owners of rental property who are residents of a RITA MUNICIPALITY are subject to the tax on the net income of such rentals (Line 24, Column 1), provided their total gross rental is in excess of \$250.00 per month regardless of the location of the real property owned.

**Notes:**

Exceptions to the \$250.00 per month rental test are: **HUDSON**-\$450.00, **AVON LAKE, BEDFORD HTS., GLENWILLOW, HUNTING VALLEY, KIRTLAND** and **WILLOWICK**-\$125.00; **MILAN**-\$500.00, **MOGADORE, OTTAWA, RIVERSIDE, SOUTH SOLON, STEUBENVILLE** and **TORONTO**-\$100.00; and, **BEXLEY, GRANDVIEW HTS., LAKEMORE, LOCKLAND, MILFORD CTR., MT. STERLING, NEW ALBANY, NEWTOWN, POWELL, REYNOLDSBURG, ST. PARIS, SHAWNEE HILLS** and **WINTERSVILLE** - no minimum. (For **SOUTH SOLON** if more than one rental, and for **OTTAWA** if a rooming house [more than 5 rooms rented] - no minimum.)

**LINE 25** - List all other Non - W-2 Income, making sure to put the amount earned in each city in the proper column.

All Other Taxable Income - Attach Schedules listing all taxable income not reported elsewhere on this return. Distributive shares of types of income to be reported here are: partnerships, fees, and ordinary gains and losses as reported on Federal Form 4797.

**LINE 27** - If a loss carry forward is applicable, place that amount on this line, but remember a net operating loss can only offset a gain in the same city. A combined net operating loss in computing residence tax can be taken only on Line 29 of Schedule J. No portion of a net operating loss shall be carried back against net profits of any prior year.

**LINE 28** - Subtract Line 27 from Line 26 for Columns 1 and 2 and enter results on Line 28. Place the total of Line 28 figures in Column 6. The total cannot be less than zero. If it is a negative figure, use zero.

**LINE 29** - Subtract Line 27 from Line 26 for Columns 3, 4 and 5 and enter results on Line 29. Place the total of Line 29 figures in Column 6. The total cannot be less than zero. If it is a negative figure, use zero.

**LINE 30** - Multiply figures on Line 29 (Columns 3 and 4) by the tax rate of the corresponding RITA MUNICIPALITY as shown in Table 1. Your result cannot be less than zero (-0-) in any case. [One percent of a loss is still zero (-0-).]

**LINE 31** - Total Column 6 figures and enter result on Line 31 and on Line 1b of Section B, Form 37. If Line 29, Columns 3, 4 or 5 have entries, complete Schedule K Line 34.

**SCHEDULE K INSTRUCTIONS**

**LINE 32** - Multiply W-2 wages earned in a RITA member municipality from which no municipal tax was withheld by the tax rate shown in Table 1, making sure to exclude any wages earned in your residence city. Enter the total tax due on Line 32 of Schedule K and on Line 10, Section B, Form 37.

**LINE 33** - Multiply W-2 wages earned in a taxing municipality other than a RITA MUNICIPALITY from which no municipal tax was withheld by the tax rate of that municipality. Place this amount on Line 33. Proof of payment may be required. To find the tax rate of a non-RITA MUNICIPALITY, you can ask your employer or the city hall of that municipality.

**LINE 34** - Skip this line if you did not complete Schedule J. Otherwise, multiply Line 29, Columns 3, 4 and 5 of Schedule J by the tax rate of the taxing municipality where the income was earned. Proof of payment may be required.

**LINE 35** - Add Lines 32, 33 and 34. Enter the total on Line 35 and on Line 4b, Section B.

**LINE 36** - Add the figures in Line 30, Column 3 and Line 30, Column 4 on Schedule J. Place the total on Line 36 and on Line 11, Section B.

**TABLE 1 RITA MEMBERS 1998-1999 TAX TABLE**

MUNICIPALITY	TAX RATE line 3 section B	TAX CREDIT line 6 section B	CREDIT LIMIT line 5b section B
* Ashville	0087	50	0067
Aurora	01	50	01
Avon	01	1.00	01
Avon Lake	015	1.00	.015
Bay Village	015	1.00	01
Beachwood	015	1.00	.015
Bedford Heights	02	1.00	02
Bentleyville	01	25	01
Berea	02	1.00	.015
Bexley	02	80	02
Boston Heights	01	1.00	01
Brady Lake	01	1.00	01
Brecksville	02	1.00	.02
Broadview Heights	02	75	.02
Brooklyn Heights	02	1.00	.02
Chagrin Falls	015	75	.015
Cuyahoga Heights	015	1.00	.015
East Cleveland	02	00	01
Elyria	0175	1.00	.0175
Fairview Park	015	75	.0125
Galena	01	00	01
Garfield Heights	02	1.00	02
Glenwillow	02	1.00	.02
Grandview Heights	02	1.00	.02
Highland Heights	015	1.00	.015
Hudson	01	1.00	01
Hunting Valley	01	50	.01
Independence	02	1.00	02
Kirtland	01	25	01
LaGrange	015	1.00	.015
Lakemore	02	1.00	.02
Lakewood	015	50	01
Lockland	021	1.00	.021
Lynchburg	015	50	.015
Maple Heights	02	80	02
Mayfield Heights	01	50	01
Mayfield Village	015	1.00	.015
* Middleburg Heights	0175	1.00	.0175
Milan	005	1.00	.005
* Milford Center	01	50	01
Mogadore	015	1.00	.015
Morland Hills	01	00	01
Mount Sterling	01	00	01
New Albany	01	50	01
Newburgh Heights	015	00	01
Newtown	01	1.00	01
North Lewisburg	01	50	01
North Olmsted	02	1.00	02
Oakwood Village	02	1.00	02
Olmsted Falls	015	50	.015
Orange	02	60	.015
Ottawa	01	1.00	01
Pepper Pike	01	50	01
Plain City	01	00	01
Powell	0075	1.00	0025
* Reminderville	(1998) (1999)	.0125 .015	.25 .015
Reynoldsburg	015	1.00	.015
Richmond Heights	02	1.00	02
Richwood	005	.25	01
Riverside	01	1.00	01
Saint Paris	01	1.00	01
Salineville	01	.50	01
Seven Hills	02	1.00	.011
Shaker Heights	0175	50	01
Shawnee Hills	02	1.00	.0175
Sheffield Village	01	1.00	01
Silver Lake	02	1.00	02
South Euclid	015	.75	.01
South Solon	01	.00	01
Steubenville	02	1.00	02
Streetsboro	01	.00	01
Strongsville	02	1.00	02
Sunbury	01	50	01
Toronto	015	1.00	.015
University Heights	015	50	01
Upper Arlington	02	1.00	02
Valley View	02	1.00	02
Wakemans	01	.50	01
Walton Hills	01	1.00	01
Westlake	015	1.00	.015
Willowick	02	875	02
Winterville	01	1.00	01
Woodmere	02	.75	01

\* ASHVILLE - BASED ON TAX IN EFFECT 1/1/98 THRU 11/15/98

\* MIDDLEBURG HTS - TAX RATE, CREDIT AND CREDIT LIMIT CHANGE EFFECTIVE 1/1/98

\* MILFORD CENTER - EFFECTIVE 1/1/98

\* REMINDERVILLE - 1998 BASED ON RATE AND CREDIT LIMIT CHANGE FROM .01 TO .015 EFFECTIVE 7/1/98

**WORKSHEET 1 – 2106 BUSINESS EXPENSE WORKSHEET**

**NOTE: BAY VILLAGE, GALENA, OLMSTED FALLS, REYNOLDSBURG, SHAWNEE HILLS AND SUNBURY TAXPAYERS REFER TO SPECIAL NOTES ON PAGE 2.**

**Wages** — Examples 1 and 2: You are an outside salesman whose W-2 or 1099 gross wage is \$10,000.00. You also have \$2,000.00 of non-reimbursed business expenses as reported on Federal Form 2106 or similar schedule. You must attach a copy of the 2106 or similar schedule, or your non-reimbursed business expenses will be denied.

**Withholding** - Example 1 (If you worked in a municipality taxing 1%): As an outside salesman you had \$100.00 withheld for municipal income tax from your wage of \$10,000.00. When reducing this wage by the non-reimbursed business expenses, you must also reduce the municipal tax withheld by 1% of the \$2,000.00 in expenses being claimed.

**Example 2** (If you worked in a municipality taxing 1 1/2%): You had \$150.00 withheld for municipal income tax from your wage of \$10,000.00. When reducing this wage by the non-reimbursed business expenses, you must also reduce the municipal income tax withheld by 1 1/2% of the \$2,000.00 in expenses being claimed.

If you worked in a RITA MUNICIPALITY and the withholding was paid to RITA, see TAX REFUNDS on Page 2 in order to obtain refund.

WAGE		INCOME FOR WHICH 2106 EXAMPLE APPLIES		EXAMPLE 2		INCOME FOR WHICH 2106 EXAMPLE APPLIES		WORK AREA	
EXAMPLE 1	\$ 10,000.00	←	→	EXAMPLE 2	\$ 10,000.00	←	→		
	2,000.00	←	→		-2,000.00	←	→		
	8,000.00				8,000.00	←	→		

  

WITHHOLDING		WITHHOLDING ON INCOME		EXAMPLE 2		WITHHOLDING ON INCOME		WORK AREA	
EXAMPLE 1	\$ 100.00	←	→	EXAMPLE 2	\$ 150.00	←	→		
	20.00	←	→		-30.00	←	→		
	80.00				120.00	←	→		

**WORKSHEET 2 – CREDIT LIMIT COMPUTATION (LINE 5B)**

List each income earned outside your residence city from Section A, Column 1 and Schedule J, Line 29 on a separate line. Multiply each income by the CREDIT LIMIT of your residence city (from Table 1, page 7). Place the product in COLUMN A. List the amount of workplace tax actually withheld by your employer or paid by you for each wage in COLUMN B. Compare each amount in COLUMN A to its corresponding amount in COLUMN B. Place the lower of the two in COLUMN C. This is the maximum amount of workplace tax for which your residence city will give you credit. Place the total from COLUMN C onto LINE 5b, Section B on Form 37.

For these examples, the taxpayer resides in a municipality that has a credit limit of .015.

	Wages		Credit Limit	=	A	B WORKPLACE TAX WITHHELD/PAID	C LOWER OF COLUMN A OR B
Example a - Wages earned in a non-taxing municipality.	\$10,000.00	x	.015	=	\$ 150.00	\$ 0	\$ 0
Example b - Wages earned in a .01 workplace municipality	10,000.00	x	.015	=	150.00	100.00	100.00
Example c - Wages earned in a .02 workplace municipality.	10,000.00	x	.015	=	150.00	200.00	150.00
							Total 250.00
	\$ _____	x	_____	=	\$ _____	\$ _____	\$ _____
		x		=			
		x		=			
							Total _____

**NOTE:** If you are able to offset non-wage income with a loss, the amount on Line 5(b) cannot exceed the net effect of the offset times the credit limit of your city of residence.

Enter total onto Line 5b, Section B on Form 37.

**WORKSHEET 3 – ESTIMATED TAX COMPUTATION**

Either use Line 12 Form 37 as your estimate for 1999 or complete the following worksheet.

IF YOU ARE NOT A RESIDENT OF A RITA MUNICIPALITY, SKIP TO LINE 9. TAX RATES, CREDITS, AND CREDIT LIMITS CAN BE FOUND IN TABLE 1, PAGE 7.

- Estimate your total taxable income for 1999 (Pro-rate if part year resident) ..... 1. \_\_\_\_\_
- Multiply Line 1 by Residence City TAX RATE and enter result on Line 2 ..... 2. \_\_\_\_\_
- Tax expected to be withheld or paid to other than your residence municipality ..... 3. \_\_\_\_\_
- Multiply each separate income earned outside your residence city in another taxing area by the CREDIT LIMIT of your residence city - Enter Total. .... 4. \_\_\_\_\_
- Multiply Line 3 or 4, whichever is less, by the TAX CREDIT of your residence city. .... 5. \_\_\_\_\_
- Tax expected to be withheld for residence municipality. .... 6. \_\_\_\_\_
- Add Lines 5 and 6. .... 7. \_\_\_\_\_
- Subtract Line 7 from Line 2. .... 8. \_\_\_\_\_

**NON-WITHHELD SECTION**

- Enter below income expected to be earned in a RITA MUNICIPALITY not your residence city and not withheld; multiply this figure by the TAX RATE of the municipality where the income was earned.  
\$ \_\_\_\_\_ income X \_\_\_\_\_ rate. Enter result on Line 9 ..... 9. \_\_\_\_\_
- Total estimated tax. (Add Lines 8 and 9). Place this amount on Line 10 and on Line 20a, Section B on Form 37. .... 10. \_\_\_\_\_