

AMBERLEY VILLAGE INDIVIDUAL INCOME TAX RETURN INSTRUCTIONS

Amberley Village has a **MANDATORY FILING** requirement. All residents are required to file an Amberley Village tax return by **April 15**. Filing is required even if no Federal or State return is filed, or no tax is due. Non-residents operating a business or who own rental property within Amberley Village are also required to file a return.

GENERAL INFORMATION

Extension Requests – An extension to file your Federal return will apply to Amberley Village (up to 6 months). If a Federal extension is not granted you may request an extension with Amberley Village. **Note:** An extension to file your return is not an extension to pay the tax liability. Penalty and interest will apply to payments received after the return due date.

Estimated Payments – First quarter is due April 15 with return. Subsequent payments are due July 15, October 15, and January 15.

Worksheet Calculations – Complete applicable worksheets before entering data to the Individual Income Tax Return.

Worksheet A: This worksheet will assist you to calculate total qualifying wages and credit allowed by Amberley Village for tax paid to other cities, up to 2%. List data for each W-2 on separate lines.

Column 1 – enter the city of employment.

Column 2 – enter the higher of box 5 or box 18 wages as shown on the W-2.

Column 3 – enter tax withheld for Amberley Village.

Column 4 – enter tax withheld for another city/municipality. If there are multiple work cities reported on a single W-2, enter each city on a separate line. **Note:** Amberley Village does not give credit for County or School District taxes paid.

Column 5 is a calculation – multiply wages in column 1 by 2%

Column 6 is a comparison – enter the lesser of the figures in column 4 or column 5.

Worksheet B: Enter net profit/(loss) for each schedule that applies. Losses on worksheet B do not offset wages on worksheet A. Gambling and lottery winnings are taxable, however gambling and lottery losses cannot offset winnings on a municipal tax return. If another municipality withheld tax on winnings, credit may be allowed with documentation of payment.

Schedule H: Amberley Village allows residents who pay wages to Household employee(s) to file and pay the employee's Amberley Village withholding tax with the resident (employer's) tax return.

TAX CALCULATION

Line 1: Enter total qualifying wages from worksheet A, Column 2. (Attach a copy of each W-2 to Tax Return)

Line 2: Enter other taxable income from Worksheet B line 12. If line this is a loss enter \$0.00 to line 2. (Attach schedules)

Line 3: Enter wages paid to Household employees from Schedule H line 2.

Line 4: Add lines 1, 2 and 3, enter total on line 4. Net losses on Worksheet B cannot be used to offset W-2 wage earnings.

Line 5: Multiply line 4 by 2%.

Line 6: 6a – Enter total from Worksheet A column 3. Include any Amberley Village tax withheld for Schedule H employees.

6b – Enter total credit for other cities on worksheet A column 6. If you received a refund of tax withheld from another city you must reduce the credit accordingly. Do not reduce the income.

6c – Enter total estimated tax payments paid to Amberley Village for the tax year.

6d – Enter prior year overpayment not refunded to you previously.

Line 7: Add credits and payments on Lines 6a, 6b, 6c and 6d.

Line 8: If line 5 is greater than line 7 you have a balance due. Payment of tax is due when Tax Return is filed. If tax due is \$10.00 or less enter \$0.00.

Line 9: If line 5 is less than line 7 you have an overpayment.

Line 10: Indicate how to apply overpayment. **Note:** Tax, Refund or Credit of \$10.00 or less shall NOT be collected, refunded, or credited.

10a – Enter amount you want credited to next year's tax liability.

10b – Enter amount you want refunded.

Line 11: Enter late filing fee, late pay penalty, late estimate penalty and/or interest due. Late filing fee is \$25 per month, max \$150.

DECLARATION OF ESTIMATED TAX DUE for Next Tax Year

Line 12: Estimate your 2021 income, then multiply by 2% and enter to line 12.

Line 13: Expected credits. **a:** Amberley Village withheld **b:** Credit for tax paid to other cities **c:** Overpayments from prior year(s).

Line 14: Total expected credits. Add lines 13a, 13b, 13c.

Line 15: Net estimated tax due. Subtract line 14 from line 12. If the result is less than \$200.00 enter zero (\$0.00). If the result is \$200 or greater then go to Line 16.

Line 16: Calculate 1st quarter payment, line 15 X 25%. First quarter payment is due 4/15/2021 when you file your return.

Line 17: Total Payment Due with Return. Add Line 8, Line 11, and Line 16.

QUESTIONS? Contact the Amberley Village Tax Office at (513) 531-0130 or taxoffice@amberlevillage.org