

WHO IS REQUIRED TO FILE THIS RETURN?

ALL WOOSTER RESIDENTS, and partial year residents age 18 or older, are required to file an income tax return. There are no exceptions to this mandatory filing requirement.

INDIVIDUAL TAX RETURNS ARE DUE ON OR BEFORE APRIL 17TH OF 2012

All non-residents of the City of Wooster who receive compensation for work done or services performed in the City of Wooster whose employer has not withheld City of Wooster income tax.

Non-residents who own rental property located within the City of Wooster.

Business, contractors, and subcontractors located or doing business within the City of Wooster.

Eligible residents can use the E-Z form; otherwise the standard form is required. Please follow the instructions listed and attach all necessary documentation.

Non-residents, who received a Wooster income tax return in the mail or filed a 2010 tax return and are not required to file a 2011 Wooster tax return, may complete the non-filing declaration on page 4 in lieu of filing a tax return.

INCOME NOT SUBJECT TO TAX

Social security income, pension received, annuities received, interest income, dividend income, capital gains on investments, alimony, child support, welfare, unemployment benefits paid by the State of Ohio, and Active Duty military pay.

REQUESTING AN EXTENSION OF TIME TO FILE

In order to receive an extension of time to file a 2011 City of Wooster income tax return, the extension form (page 4) may be used. **This must be filed, with the City of Wooster's income tax department no later than April 17, 2012.** A generic form or photocopy of your federal extension request may be substituted for this form if filed with the City of Wooster's income tax department no later than April 17, 2012.

An extension of time to file your 2011 tax return does not extend the due date for filing or paying quarterly installments of 2012 estimated taxes. Your 2012 estimate and first quarter installment is due April 30, 2012.

WHO MUST MAKE ESTIMATED PAYMENTS?

Any individual who will have 2012 Wooster income taxes (less Wooster tax withheld and credit for taxes paid to other cities) of \$200.00 or more is required to file a declaration of estimated taxes, and make quarterly payments on the declaration. **There is a penalty of 1% per month, or fraction of month, (with a minimum of 5% for each amount paid late) and interest of ½ % per month or fraction of month for any amounts of the minimum estimated payments due, which are not paid timely.**

To receive payment vouchers for the second, third and fourth quarters of the 2012 tax year, complete line 14 on the Standard Form 2011 Wooster Individual Income Tax Return (page 5) or line 6 of the Declaration of 2012 Wooster Income Tax Estimate (page 4) or contact this office. The taxpayer is responsible for filing and paying any quarterly estimated tax due. Non-receipt of forms does not relieve the taxpayer of the responsibility to file forms and pay taxes due quarterly.

STANDARD FORM LINE BY LINE INSTRUCTIONS

Income (attach one clear copy of each W-2)

Line 1a - Show the total of all wages, salaries and tips received during 2011.

Wooster residents for all of 2011

For employees subject to medicare taxes, your Wooster taxable wages would be the larger of, (a) box 5 of your W-2 (medicare wages) or (b) total of all box 18(s) of your W-2 (local wages).

Non-residents

Wooster taxable wages is the same as for residents except that wages and benefits earned outside of Wooster should not be included.

Line 1b - If you filed a federal form 2106 for unreimbursed employee business expenses, enter that amount here. Attach photocopy of Federal Form 2106.

Line 1c - Subtract line 1b from line 1a and enter the difference.

Line 2a - Enter the amount from Schedule X, line 7b

Line 2b - Enter the amount from Schedule X, line 7a

Line 3 - Add the amounts in line 1c & 2a. This is your Wooster taxable income. **Do not** deduct the loss entered on line 2b.

Line 4 - Multiply line 3 by 1% (.01). This is your Wooster Tax.

Payments

Line 5 - From your W-2(s), enter the amount of **Wooster** tax withheld, should be in box 19.

Line 6 - Enter the amount from Schedule R on the back of the return. See the instructions or Schedule R.

Line 7 - Enter the sum of the amount of 2010 overpayment that was credited to your 2011 income tax and the amount of

estimated payments made towards your 2011 income tax.

Line 8 - If an extension was filed for your 2011 income taxes, and you made a payment with your extension towards 2011 taxes, enter the amount here.

Line 9 - Enter the total of lines 5, 6, 7, & 8.

Refund or Amount Owed

Line 10 - Subtract line 9 from line 4. If less than -0-, enter here.

Line 11 - Enter the portion of line 10 which you would like refunded to you.

Line 12 - Enter the amount of line 10 which you wish to have applied to your 2012 estimated taxes.

Line 13 - Subtract line 9 from line 4. If greater than -0-, enter here. This is the amount that you owe to the City of Wooster for 2010 taxes.

Declaration of 2012 Estimated Taxes

Line 14 - Please enter the amount of your 2012 Wooster income tax estimate. Refer to the section above entitled "Who must make estimated tax payments?"

Line 15 - Put in the amount on line 14 due with this return: 25% by 4/30, 50% by 7/31, 75% by 10/31, & 100% 1/31/13

Line 16 - Put in any overpayment being applied to your 2012 estimate (line 12), plus any estimated payments for 2012 already made.

Line 17 - Subtract line 16 from line 15 and enter the difference.

Line 18 - Late filing penalty, late payment penalty and interest. Any payment will be applied to these amounts first.

Line 19 - Add lines 13, 17 and 18. Make check payable to "**City of Wooster**".

SCHEDULE R INSTRUCTIONS (WOOSTER RESIDENTS ONLY)

Column (a) - List all cities, other than Wooster, in which you had taxes withheld or have paid income tax for 2011. If more space is needed, attach schedule.

Column (b) - List type of earnings: Wages, Rental Income, Self Employment Income, Partnership Income, S-Corp income, etc...

Column (c) - List all taxable earnings for each city during 2011. Reduce any earnings by ½ the SE tax paid on those earnings (if applicable).

Column (d) - Enter any employee business expenses deducted on line 1b of this return that relates to work performed within that city.

Column (e) - Subtract column (d) from (c) and enter the difference.

Column (f) - Multiply column e by 1% (0.01).

Column (g) - Enter the amount of tax withheld or paid to that city for 2011. If your wages were allocated because you were a part year resident, you must allocate the withholding paid to this city by the same allocation factor, to arrive at wages paid to this city while living in Wooster. **Make sure a photocopy of either the W-2 or the city income tax return listed in (a) is attached to document the tax paid.**

Credit - Take the smaller of the amounts in columns (f) and (g), and enter the amount here. Total this column and enter this amount on line 6 on the front of the return. (Note: If the City listed in column (a) has an income tax rate of less than 1%, the credit should be the lesser of column (e) multiplied by that city's tax rate or column (g).

SCHEDULE X INSTRUCTIONS

Line 1- Enter all income or losses from self-employment. Attach a copy of the paperwork filed with your federal return showing this income (Schedule C's, or 1099's, etc.). Non-residents may then allocate any income based on their Schedule Y percentage (see below).

Line 2- List any partnership, limited liability company or S-Corporation income or losses for 2011 and attach a photocopy of the K-1 received from that partnership/LLC/S-Corp. Income or loss should be on a current basis with no passive loss restriction or carry forwards. You should also attach a photocopy of the complete Schedule E filed with your 2011 federal return, **including any accompanying statements.** You may also deduct, from partnership/LLC income, ½ of any self-employment taxes paid on that income. Residents should include all partnership/LLC income and S-corp. income allocable to Ohio. Non-residents should only include income from partnerships/LLC's/S-Corp.'s that did business in the city and may allocate per Schedule Y.

Line 3- List any rental income or royalties from tangible property. Attach a photocopy of the complete Schedule E filed, **including any accompanying statements.** Residents should include all income earned. Non-residents should only include income from property located in Wooster.

Line 4- List any other income or loss in this area. Be sure to attach the federal schedule(s) or other documentation for this income.

Line 5- Total all amounts on far right above line 5.

Line 6- Show carry forward losses from the previous five years for returns filed with the City of Wooster. Attach a schedule showing year of loss and any subsequent income that was negated by the losses. (Income negated, on previous returns, by losses over 5 years old should not be included).

Line 7- Subtract line 6 from line 5. If the amount is less than zero, place on 7a of schedule X and on line 2b on the front of the form. If the amount is greater than zero, enter on line 7b of schedule X and on line 2a on the front of the form.

SCHEDULE Y INSTRUCTIONS (NON-RESIDENTS ONLY)

Line 1- Enter the original cost of all tangible real and personal property related to the business for which allocation is made in column a, and then the same for property located in Wooster in column b. Enter any annual rental amounts paid multiplied by eight in the same fashion for the second line. Total the columns on the third line, and divide column b by a. Enter the percentage in column c.

Line 2- Enter all receipts from the sale of goods or services in column a and those for inside of Wooster in column b. Section 1701.03(b) of the Wooster Codified Ordinances sets forth the method for determining sales of goods inside and outside the City. Call our tax office at (330) 263-5226 for a copy or an explanation. Divide column b by a, and enter percentage in c.

Line 3- Do the same for line 3 as line 2 for wages.

Line 4- Total the percentages in column c.

Line 5- Divide line 4 by the number of percentages in column c. If there is an amount in column a, and none in column b, the percentage is -0-, and should be counted in determining the average. If both a and b are -0-, it should not be used in calculating the average.

*****You Must Sign Your Return (If Joint, both you and your spouse must sign)*****

**QUESTIONS ABOUT PREPARING THE RETURN?
CONTACT THE CITY OF WOOSTER INCOME TAX OFFICE
(330) 263-5226**

Forms and additional information available at www.woosteroh.com