

VILLAGE OF GIBSONBURG INCOME TAX OFFICE
INSTRUCTIONS FOR THE 2020 GIBSONBURG TAX RETURN

Please Read Carefully Before Preparing Your Gibsonburg Tax Return

NOTE: TAX OFFICE IS LOCATED AT 526 N. WEBSTER ST. –
Hours: Monday thru Friday: 8:00 a.m. to 4:00 p.m. or by appointment

Tax returns are due on or before **April 15th** of each calendar year, or within 105 days after the close of a fiscal year, and must either be received or postmarked by the due date to avoid a late filing penalty charge. A request for an extension of time for filing will be granted if received in writing prior to the due date. A copy of a requested federal extension is acceptable if received prior to the due date. An extension is granted for filing the return only. Payment of the estimated tax due must accompany the request for extension of time for filing the return. Returns postmarked or received after the due date with no extension previously requested will be subject to \$25.00 penalty charge even if no tax is due. Taxpayers with tax due will be subject to the \$25.00 late charge plus interest of Current Rate per month and penalty of Current Rate per month.

All earned income must be reported, including, but not limited to the following: wages, salaries, compensation for services, self employment income, farm income, lottery and gambling winnings, and rental income. Income from dividends, interest, annuities, and copyrights are exempt. A loss from a business or rental CAN NOT be deducted from gross wages reported on W-2s. The loss may be carried forward (5 year limit).

ALL AMOUNTS SHOULD BE ROUNDED TO THE NEAREST DOLLAR.

All taxpayers and/or residents of Gibsonburg employed outside the city and/or who receive a Postcard must file with the applicable W-2 form attached, or copy of appropriate Federal schedules, whether or not there is any tax due. No credit will be given for wages taxed in another municipality. Federal Tax return must be included.

Tax shelter programs and deferred wages (such as 401(k) contributions) are subject to the Gibsonburg Tax. Use Medicare Wages (from box 5 of the W-2) for taxable wages on section (A4).

All returns from business or professional taxpayers must have a copy of their Federal return schedule attached. Farm, rental, or other income from Page 2 must have appropriate Federal return schedules attached. Returns without appropriate Federal schedules attached will be considered delinquent.

No tax will be due on amounts less than ten dollars (\$10.00). No refund or credit will be made on amounts less than ten dollars (\$10.00).

All residents, regardless of age, must file a tax return if they have income subject to the tax. A married couple may file a joint return even if filing separately on the Federal and State returns.

Non-residents working inside the city limits and not subject to withholdings must file and pay 1% of their gross wages.

Estimates must be made on all income if tax obligation to the Village is more than \$200.00. Estimates should be for at least as much as the amount of tax due in the previous year. The amount can be increased or decreased during the year due to fluctuation of income. There are interest and penalty charges if the "Estimates" are not filed and paid each quarter.

Failure to receive a return, declaration or other required form shall not excuse any taxpayer from making a return, declaration, or filing such form, or from paying any tax due.

NOTE: TAX RETURNS WILL NOT BE CONSIDERED COMPLETE UNTIL ALL W-2'S AND/OR FEDERAL SCHEDULES ARE ATTACHED, AND THE RETURN IS SIGNED.

Name(s) and Social Security Number(s) MUST be inserted on Tax Returns

2020 VILLAGE OF GIBSONBURG TAX RETURN INSTRUCTIONS

PLEASE NOTE: This PDF FILL-IN form will calculate your tax, subtract payments and credits, BUT WILL NOT calculate any penalties, interest or late filing fees. If the return is subject to these penalties, interest, or late filing fees, we will send a revised return and letter for the additional fees.

1. Go to our website: www.gibsonburgohio.org/tax-department
2. Scroll down the page to TAX FORMS button and click.
3. Next page is split between Individuals and Business. Under "Individuals" scroll to the "2020 VOG TAX RETURN FILL-IN".
4. Open this form in the Adobe pdf (if asked).
5. TAKE NOTICE TO THE YELLOW HIGHLIGHTED BOX!!
6. Type in your Social Security Number for each tax filer if married. Also type your name and mailing address.
(You can also use the postcard sticker that was mailed to you).
7. Enter your move in or move out dates, if this pertains to you.
8. Enter your phone numbers, so we can reach you with any questions we may have.
9. Enter your email, but not required. We do not send confidential information thru emails.

*****BELOW ARE INSTRUCTIONS ARE FOR THOSE THAT HAVE ONLY W2 INCOME *****

Line 1: Add all W2 wages located in box 5 of the W2's. Enter total amount here. Next go to line 7A

Line 7A: Enter all W2 Withholdings for Gibsonburg only. **DO NOT USE SCHOOL TAX WITHHOLDINGS**, Coded as 7203. If no taxes were withheld, enter zero. Next go to Line 7B

Line 7B: Enter the amount of Estimated taxes you paid during 2020. Call if you are unsure of the amount. Enter zero otherwise. Next go to Line 7C

Line 7C: IF you have a credit from prior year, enter that amount here. Otherwise enter zero.

Line 8: This is the balance due on your tax return. Submit payment via drop box outside our office or with a credit card/debit card thru our website. (NO AMERICAN EXPRESS).

Line 10: This is continued from line 8 above. If a negative amount, it shows a refund. Type your choice to have a check mailed to you or have it credit to next year. If no choice has been selected, we will credit the overpayment to next year, if you are subject to estimated tax payments.

2020 DECLARATION OF ESTIMATED TAX – MANDATORY

Line 12: Enter the amount of income from Line 5 and the form will calculate 1%.

Line 13A, 13B: Enter the amounts per your 2020 return above, (Lines 7a and Line 11, if any).

Line 13C: Total of your credits is calculated here. This will deduct the amount from Line 12 above.

Line 14: Results showing here are the NET TAX DUE for the entire year.

Line 15: Results on this line is just as the line states, line 14 X 25%.

Line 16: Results here are the total tax amount from Line 10 (if any) and the 1st quarter estimate due from Line 15.

Check boxes: Check if payment was thru our website. Also, if a preparer prepared return, check Y or N for permission to talk to the preparer.

PRINT, SIGN, AND DATE THE RETURN...THIS IS A MUST!!!! RETURN IS CONSIDERED INCOMPLETE WITHOUT SIGNATURES.

For those of you who do not have access to a computer, or unable to print from home, blank forms will be at the Police Dept.