

<b>FORM R (Rev. 10/2002)</b>  FILE WITH: VILLAGE OF GARRETTSVILLE INCOME TAX DEPARTMENT PO BOX 306 GARRETTSVILLE, OH 44231-0306 330-527-2179 Fax: 330-527-5819 www.garrettsville.org e-mail: incometax@garrettsville.org	<b>VILLAGE OF GARRETTSVILLE</b> <b>INDIVIDUAL INCOME TAX RETURN</b>  FOR THE CALENDAR YEAR _____  OR FISCAL PERIOD: _____ TO _____  MAKE CHECK OR MONEY ORDER PAYABLE TO: <b>VILLAGE OF GARRETTSVILLE</b>	FOR TAX OFFICE USE ONLY   <input type="checkbox"/> CASH <input type="checkbox"/> CHECK # _____ \$ _____
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**FILE TAX RETURNS AND PAY TAXES PROMPTLY TO AVOID PENALTIES**

ACCOUNT NUMBER	DUE ON OR BEFORE	FISCAL YEAR END
YOUR BUSINESS OR PROFESSION:		
SOCIAL SECURITY #:	PHONE #:	

**IMPORTANT** ➡

PLEASE USE THIS PREADDRESSED FORM. IF ANY INFORMATION IS INCORRECT, PLEASE MAKE THE NECESSARY CHANGES.

THIS RETURN MUST BE SUBMITTED BY EVERYONE REQUIRED TO SUBMIT A DECLARATION EVEN THOUGH THE INCOME AT THE END OF THE YEAR WAS THE SAME AS ANTICIPATED AND ALL AMOUNTS DECLARED HAVE BEEN PAID.

OVERPAYMENT OF CLAIMS WILL RECEIVE CREDIT ONLY UPON RECEIPT OF FULLY COMPLETED RETURNS.

HAS YOUR FEDERAL TAX LIABILITY FOR ANY PRIOR YEAR BEEN CHANGED IN THE YEAR COVERED BY THIS RETURN AS A RESULT OF AN EXAMINATION BY THE IRS?  YES  NO

IF YES, HAS AN AMENDED GARRETTSVILLE RETURN BEEN FILED FOR SUCH YEAR OR YEARS?  YES  NO

- 1. Total Gross Income from W-2s from line 14(d) on back of form (attach W-2s) ..... \$ \_\_\_\_\_
- 2. Income Other than Wages (attach copy of federal return and/or schedules) ..... \$ \_\_\_\_\_
- 3. Amount Subject to Garrettsville Income Tax (line 1 plus/minus line 2) ..... \$ \_\_\_\_\_
- 4. Garrettsville Income Tax – 1.75% of line 3 ..... \$ \_\_\_\_\_

**CREDITS**

- 5. Garrettsville Income Tax Withheld by Employer(s) ..... \$ \_\_\_\_\_  
From line 14(a) on back of form
- 6. Credit for tax paid to other city ..... \$ \_\_\_\_\_  
From line 14(e) on back of form
- 7. Payments on \_\_\_\_\_ declaration of estimated tax ..... \$ \_\_\_\_\_  
(do not include penalty & interest payments)
- 8. Amount of previous year credits ..... \$ \_\_\_\_\_
- 9. Total credits allowable ..... \$ \_\_\_\_\_

10. (a) Balance due (Line 4 less line 9) YOUR REMITTANCE PAYABLE TO THE VILLAGE OF GARRETTSVILLE MUST ACCOMPANY THIS FORM ..... \$ \_\_\_\_\_

11. (b) Overpayment claimed (if line 9 exceeds line 4, enter difference) ..... \$ \_\_\_\_\_

difference here ..... \$ \_\_\_\_\_

Enter amount of line 11 (b) you want credited to:

\_\_\_\_\_ Estimated Tax \$ \_\_\_\_\_ To Be Refunded \$ \_\_\_\_\_

- 12. Penalty \$ \_\_\_\_\_ Interest \$ \_\_\_\_\_
- 13. TOTAL AMOUNT DUE – PAY IN FULL WITH THIS RETURN  
(MAKE CHECK OR MONEY ORDER PAYABLE TO VILLAGE OF GARRETTSVILLE OHIO) ..... \$ \_\_\_\_\_

I certify that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct and complete, and that the figures used herein are the same as used for federal income tax purposes.

\_\_\_\_\_  
Signature of person preparing if other than taxpayer

\_\_\_\_\_  
Signature of Taxpayer or agent (Date)

\_\_\_\_\_  
Address or name and address of firm Telephone Number

\_\_\_\_\_  
Signature of Taxpayer or agent (Date)

**Please read all INSTRUCTIONS first. Begin on back of form and bring totals from 14(a), 14(d) and 14(e) forward.**

14(a) List W-2s with no local tax withheld and/or tax withheld and remitted to Garrettsville.

Print Employer Name	City Where Employed	Gross Wages – See Instructions Below	Tax Withheld – See Instructions Below	

Total Gross Wages – Enter here and on Line 14(d) below ..... \$ \_\_\_\_\_  
 Total Taxes Withheld – Enter here and on Line (5) on front of form ..... \$ \_\_\_\_\_

14(b) List W-2s with tax withheld and remitted to another city – up to and including tax rates of 1.75% of gross income.

Print Employer Name	City Where Employed	Gross Wages from Box 18 of W-2	Tax Withheld from Box 19 of W-2	50% of Tax Withheld

Total Gross Wages – Enter here and on Line 14(d) below ..... \$ \_\_\_\_\_  
 Total Taxes Withheld ..... \$ \_\_\_\_\_  
 CREDIT – 50% of Tax Withheld – Enter here and on Line 14(e) below ..... \$ \_\_\_\_\_

14(c) List W-2s with tax withheld and remitted to another city – with tax rates over 1.75% of gross income.

Print Employer Name	City Where Employed	Gross Wages from Box 18 of W-2	1.75% of Gross Income	50% of previous column (Max. Credit)

Total Gross Wages – Enter here and on Line 14(d) below ..... \$ \_\_\_\_\_  
 Total Taxes Withheld @ 1.75% of gross ..... \$ \_\_\_\_\_  
 CREDIT – 50% of Tax Withheld – Enter here and on Line 14(e) below ..... \$ \_\_\_\_\_

14(d) Total of all Gross Wages from Lines 14(a), 14(b) and 14(c) – enter on Line 1 \$ \_\_\_\_\_  
 14(e) Total of Credits from Lines 14(b) and 14(c) – enter on Line 6 ..... \$ \_\_\_\_\_

### INSTRUCTIONS

1. Gross wages to be used from Box 1, 3, 5 or 18 of your W-2, whichever is greater. Gross wages reduced by Deferred Comp and/or 401K deductions are not allowed.
2. Use 14(a) for income with taxes paid to Garrettsville or with no local taxes withheld. If no local tax withheld, enter gross wages in column 3 and \$0.00 in column 4.
3. Use 14(b) for income with taxes paid to another city up to and including 1.75% of gross income.
4. Use 14(c) for income with taxes paid to another city OVER 1.75% of gross. Chapter 171.13 of the Codified Ordinances of the Village of Garrettsville prohibits allowing credit for taxes paid over 1.75% of gross.
5. Enter total gross wages (Line 14(d) above) from ALL employers on Line 1 on front of form. Submit W-2s.
6. Each W-2 must be listed individually above.
7. If employer withholds taxes for another city and for Garrettsville using the same gross, enter gross ONE time only.
8. Amounts payable or to be refunded under \$1.00 will be considered zero.
9. Interest income, Social Security, retirement distributions, IRA distributions, disability, 3<sup>rd</sup> party sick leave, unemployment compensation, military pay and/or federal and state refunds are not taxable.
10. Taxes will be computed free of charge by this office. Bring W-2s and any Federal schedules necessary to 8213 High Street; lower level. Call 330-527-2179 for an appointment. W-2(s) and/or Federal Schedules may be faxed to 330-527-5819 for calculation.