



**2011 MOUNT VERNON  
INDIVIDUAL INCOME TAX RETURN**  
FILING REQUIRED EVEN IF NO TAX DUE  
FILE ON OR BEFORE APRIL 17, 2012

INCOME TAX DEPARTMENT  
3 NORTH GAY STREET, SUITE A  
MOUNT VERNON, OHIO 43050-3213  
PHONE (740) 393-9524  
FAX (740) 397-5293  
WWW.MOUNTVERNONOHIO.ORG

FOR OFFICE USE ONLY				
DATE REC'D	INITIALS			
PMT \$ W/FORM	CHECK #			
CASH FAX	CK MAIL	MO OFC	CC CDB	U/DR
INIT/SCAN	BATCH #			

NAME AND ADDRESS: INDICATE CHANGE(S) BY CHECKING

NAME  ADDRESS EFFECTIVE DATE \_\_\_\_\_

ACCOUNT NO. \_\_\_\_\_

SOCIAL SECURITY #
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SPOUSE SOCIAL SECURITY #
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**PARTIAL YR. RESIDENT:**

DATE MOVED IN: \_\_\_\_/\_\_\_\_/\_\_\_\_

DATE MOVED OUT: \_\_\_\_/\_\_\_\_/\_\_\_\_

**COMPLETE THIS SECTION IF ONLY INCOME IN 2011 WAS NON-TAXABLE.**

- I HAD NON-TAXABLE INCOME OF  ACTIVE MILITARY PAY  UNEMPLOYMENT  DISABILITY (PROOF REQUIRED)  
 I AM RETIRED AND HAVE NON-TAXABLE INCOME OF  SOCIAL SECURITY/PENSION  INTEREST/DIVIDENDS  
 I AM UNDER 18 YEARS OF AGE, LIST DATE OF BIRTH \_\_\_\_\_  
 TAXPAYER DECEASED, LIST DATE OF DEATH \_\_\_\_\_  
 NO EMPLOYMENT, EXPLAIN \_\_\_\_\_

**NOTE: W-2's, 1099's MISC & FEDERAL SCHEDULES OF INCOME MUST BE ATTACHED TO THIS FORM**

**INCOME**

1. Qualifying wages, salaries and other employee compensation (report the higher of Box 5 or Box 18 on W-2 form) ..... \$ \_\_\_\_\_  
 2. Profit from income other than wages. MUST ATTACH FEDERAL SCHEDULES ..... \$ \_\_\_\_\_  
 3. 2106 Expenses. (FROM WORKSHEET, PAGE 2) MUST ATTACH FORM 2106, FED SCHEDULE A AND FED 1040 PAGE 2 .... \$ \_\_\_\_\_  
 4. **TOTAL TAXABLE INCOME (ADD LINE 1 AND LINE 2. SUBTRACT LINE 3)** ..... \$ \_\_\_\_\_

**TAX**

5. TAX – Multiply Taxable Income – Line 4 by 1.50% ..... \$ \_\_\_\_\_

**TAX WITHHELD, PAYMENTS & CREDITS**

6. Mount Vernon tax withheld (Local/Box 19 on W-2) ..... \$ \_\_\_\_\_  
 7. Credit allowed for earnings taxed by other cities (Limited to 1%)  
 (W-2 must show tax paid to other city or attach other receipted city return) ..... \$ \_\_\_\_\_  
 8. 2011 Declaration of Estimated Tax paid to Mount Vernon ..... \$ \_\_\_\_\_  
 9. Prior Year Overpayment that was not refunded ..... \$ \_\_\_\_\_  
 10. **TOTAL PAYMENT AND CREDITS (ADD LINE 6 THROUGH 9)** ..... \$ \_\_\_\_\_

**BALANCE DUE, REFUND OR CREDIT**

11. BALANCE DUE OR OVERPAYMENT (Line 10 minus Line 5) ..... \$ \_\_\_\_\_  
 12. Late filing penalty (after April 17th due date) – 10% of the amount of the unpaid tax or \$25.00 dollars, whichever is greater  
 (whether or not taxes are owed) ..... \$ \_\_\_\_\_  
 13. Declaration penalty: \$10.00 per each quarter not paid ..... \$ \_\_\_\_\_  
 14. Interest: 1% per month ..... \$ \_\_\_\_\_  
 15. Total Penalty (Add Line 12 through Line 14) ..... \$ \_\_\_\_\_  
 16. **TOTAL TAX DUE INCLUDING PENALTY & INTEREST (SUM OF LINE 11 AND LINE 15)** ..... \$ \_\_\_\_\_  
 17. Overpayment to be refunded \$ \_\_\_\_\_ or Credit to next year estimate ..... \$ \_\_\_\_\_  
 IF TAX DUE/REFUND IS UNDER \$1.00, NO PAYMENT OR REFUND/CREDIT IS REQUIRED.

**MANDATORY 2012 DECLARATION OF ESTIMATED TAX  
IF YOU OWE \$300 OR MORE IN TAX THAT IS NOT WITHHELD, YOU MUST FILE AND PAY ESTIMATED TAX.  
MUST BE PAID QUARTERLY TO AVOID PENALTIES AS ESTABLISHED BY ORDINANCE.**

**2012 ESTIMATE**

18. TOTAL ESTIMATED TAX (TOTAL INCOME X 1.5%) ..... \$ \_\_\_\_\_  
 19. LESS CREDITS  
 A. MOUNT VERNON TAX WITHHELD ..... \$ \_\_\_\_\_  
 B. TAX PAID TO OTHER CITIES (NOT TO EXCEED 1.00% PER W2, PER CITY) ..... \$ \_\_\_\_\_  
 C. CREDIT FROM PRIOR YEAR(S) ..... \$ \_\_\_\_\_  
 D. TOTAL CREDITS (ADD LINE 19A THROUGH 19C) ..... \$ \_\_\_\_\_  
 20. NET TAX DUE (LINE 18 MINUS 19D) ..... \$ \_\_\_\_\_  
 21. AMOUNT PAID WITH THIS DECLARATION (NOT LESS THAN 1/4 OF LINE 20) ..... \$ \_\_\_\_\_

**TAX DUE**

22. **PAYMENT DUE WITH FILING (LINE 16) \$ \_\_\_\_\_ + (LINE 21) \$ \_\_\_\_\_ = AMOUNT ENCLOSED ... \$ \_\_\_\_\_**

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

If this return was prepared by a Tax Preparer, check here if we may contact him/her directly with questions regarding the preparation of this return.

\_\_\_\_\_  
SIGNATURE OF TAXPAYER (REQUIRED) DATE

\_\_\_\_\_  
SIGNATURE OF PREPARER, IF OTHER THAN TAXPAYER DATE

\_\_\_\_\_  
SIGNATURE OF SPOUSE (IF JOINT RETURN, BOTH MUST SIGN) TELEPHONE NUMBER

\_\_\_\_\_  
NAME AND ADDRESS OF PREPARER TELEPHONE NUMBER

**MAKE CHECK PAYABLE TO "DIVISION OF INCOME TAX" OR CALL (740) 393-9524 TO MAKE A CREDIT CARD PAYMENT**  
 SEND TO MOUNT VERNON DIVISION OF INCOME TAX, 3 NORTH GAY ST., SUITE A, MOUNT VERNON, OH 43050  
 Office Hours 8:00am – 4:00pm Monday to Friday

## INSTRUCTIONS

1. **LINE 1** – Report the higher Box 5/Medicare Wages or Box 18/Local Wages on your W-2 form(s). Include 401 (k) and group life insurance payments. ALL W-2'S MUST BE ATTACHED TO THIS FORM.
2. **LINE 2** – To be completed if you have income other than W-2 income. MUST ATTACH FEDERAL SCHEDULES.
3. **LINE 3** – 2106 Expenses. **SEE WORKSHEET – ADJUSTMENTS TO INCOME** BELOW. MUST ATTACH FORM 2106, FEDERAL SCHEDULE A AND FEDERAL 1040, PAGE 2.
4. **LINE 4** – Total Taxable Income (Add Line 1 and Line 2, Subtract 3).
5. **LINE 5** – TAX – Multiply Taxable Income, Line 4 by 1.5%.
6. **LINE 6** – Enter the amount withheld for Mount Vernon (Local/Box 19 on W-2).
7. **LINE 7** – Credit for taxes paid to another City is limited to 1% of the amount of income earned in that City on which tax was due and paid. You must take each W-2 and compute the tax credit individually, then insert the total tax credits on Line 7.  
**Example:** On an income of \$10,000.00 earned in a City with a 2.25% earnings tax rate, the employer should withhold \$225.00. The maximum allowable credit for Mount Vernon in this case would be \$100.00 (1% of 10,000.00).
8. **LINE 8** – Enter payments made on Declaration of Estimated Tax.
9. **LINE 9** – Enter prior year overpayment that was not refunded.
10. **LINE 10** – Enter total payments and credits (Add LINE 7 through LINE 9).
11. **LINE 11** – Balance due or overpayment (Line 10 minus Line 5). If tax due/refund amount is under \$1.00, no payment required; no refund/credit carry forward will be issued.
12. **LINE 12** – Late filing penalty (after April 17th due date) Enter 10% of the amount of the unpaid tax or \$25.00 dollars, whichever is greater (whether or not taxes are owed).
13. **LINE 13** – Delcaration penalty: \$10.00 per each quarter not paid if previous year's balance due was \$300.00 or more.
14. **LINE 14** – Interest: 1% per month.
15. **LINE 15** – Total Penalty (Add Line 12 through Line 14).
16. **LINE 16** – Total tax due including penalty & interest (Sum of Line 10 and Line 15).
17. **LINE 17** – Overpayment to be refunded or credited to next year.

## WORKSHEET – ADJUSTMENTS TO INCOME

1. EMPLOYEE BUSINESS 2106 EXPENSE .....	\$	
2. Minus Schedule A (2%) Deduction Must attach both Schedule A and 2106 Subject to 2% Federal Limitations allowed. ....	\$	
TOTAL ADJUSTMENTS (1 minus 2) .....	\$	

(put on Line 3)

**THE FOLLOWING IS A LIST OF WHAT INCOME IS TAXABLE AND WHAT INCOME IS NOT. PLEASE NOTE THESE LISTS ARE NOT ALL INCLUSIVE AND IF YOU HAVE RECEIVED ANY TYPE OF INCOME THAT DOES NOT APPEAR ON THE LIST, CONTACT THE INCOME TAX DEPARTMENT FOR ASSISTANCE.**

TAXABLE INCOME	NET PROFITS FROM:	NON-TAXABLE INCOME
Gross wages, salaries, commission and other compensation to include: 1. Sick pay and vacation pay (including annual leave). 2. Income from wage-continuation plans. 3. Stock options – taxed when exercised on amount indicated on W-2 form. 4. Cost of group term life insurance over \$50,000. 5. Severance pay. 6. Compensation paid in property or the use thereof at fair market value to the same extent as taxable under the Federal Internal Revenue Act and so indicated on the W-2 form. 7. Tips. 8. Deferred Income Plans. 9. 401-K Plans. 10. Income from guaranteed annual wage contracts. 11. Bonuses/Prizes connected with employment. 12. Directors fees. 13. Union steward fees. 14. Ordinary income from Form 4797. 15. Profit Sharing – if from non-qualified plan.	Unincorporated businesses: a. Sole proprietorships – Schedule C or C-EZ b. Rental properties – Schedule E c. Partnerships – Schedule B d. Farm Net Income – Schedule F e. Trusts and Estates (file and pay as entity)	A. Military pay including reserve pay. B. Income earned while under 18 years of age. C. Alimony and Child Support. D. Capital gains – unless filed on Form 4797. E. Interest. F. Dividends. G. Social Security benefits. H. Worker's Compensation. I. State unemployment benefits. J. Welfare payments. K. Income of religious, fraternal, charitable, scientific, literary or educational institutions to the extent that such income is derived from tax-exempt real estate, tax –exempt tangible or intangible property or tax –exempt activities. L. Housing for Clergy. M. Pension income – includes lump sum distributions. N. Annuities-at time of distribution. O. 125 Cafeteria Plan contribution

## 2012 DECLARATION PAYMENT CALENDAR

April 17, 2012 File return. Make 1st Quarter payment.	July 31, 2012 Make 2nd Quarterly payment.	Oct. 31, 2012 Make 3rd Quarterly payment.	Jan. 31, 2013 Make 4th Quarterly payment.	April 15, 2013 File return. Pay any balance due.
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