

# 2019 STRASBURG, OHIO INCOME TAX - GENERAL INFORMATION & INSTRUCTIONS

## 1. WHO MUST FILE A RETURN

The following must file a return WHETHER OR NOT ADDITIONAL TAX IS OWED TO STRASBURG:

- A. Every Strasburg RESIDENT age 18-65. RESIDENT includes a part-year resident and includes a legally domiciled resident temporarily living away, e.g. college student, construction worker, truck driver.
- B. Every sole proprietor, corporation, partnership, trust or other business entity operating in Strasburg and any owner of Strasburg rental property. Must file even if a loss.
- C. NON-RESIDENTS who have earned income in Strasburg for which the total and correct amount of Strasburg tax has not been withheld.
- D. Residents under 18 or over 65 who have taxable income where the correct amount of tax has not been withheld.

## 2. WHEN A RETURN IS NOT REQUIRED

- A. Individuals age 17 and under, and 65 or older with no earned income at any time during the tax year are not required to file a return. If you are in one of these two groups and receive a form, do the following: Age 65 or older check yes in the upper right part of the form that your account should be deactivated and give the reason as retired. Provide the date of retirement and your birthdate to show you are over 65; Age 17 or under, check yes and give the reason as under age 18, and provide your birth date.
- B. NON-RESIDENTS who did not live in Strasburg at any time during the year and who had earned income in Strasburg for which the total and correct amount of Strasburg income tax has been withheld.

## 3. WHEN AND WHERE TO FILE THIS RETURN

The annual income tax return must be filed and paid in full on or before April 15, 2020, with the Strasburg Income Tax Department. Fiscal year businesses with accounting periods ending other than December 31 must file within 3½ months after the end of the accounting period.

No remittance is required if the amount shown to be due is ten dollars or less.

No refund will be made if the amount shown to be refunded is ten dollars or less.

### If there is a payment due please remit to:

VILLAGE OF STRASBURG  
1040 PAYMENTS  
P.O. BOX 527  
EATON RAPIDS, MI 48827

### If no payment is due please remit to:

VILLAGE OF STRASBURG  
INCOME TAX DIVISION  
P.O. BOX 527  
EATON RAPIDS, MI 48827

## 4. EXTENSIONS

Extensions of time to file a return will be granted up to the end of the month for which an approved federal extension is given if you have complied with all of the following requirements:

- A. You have requested and are granted an extension of time for Federal tax purposes.
- B. You have notified the Village of Strasburg by the original due date of the city return by sending us a copy of your federal extension.
- C. You timely file and pay a Declaration of Estimated Tax with the Village for the 2020 tax year.
- D. All required prior Strasburg tax returns have been filed and no balance is due for any prior tax year.

**NOTE:** An Extension is for the time to file only.

## 5. TAXABLE INCOME

The following items, although not all inclusive, are examples of income taxed by the village:

- A. Salaries, wages, commissions and other compensation. In most cases report wages from Box 5 of W-2.
- B. Sick pay and vacation pay.
- C. Income from wage continuation plans, unless paid for by employee.
- D. Stock option income.
- E. Cost of group-term life insurance paid by employer for coverage in excess of \$50,000.
- F. Severance pay.
- G. Compensation paid in property (valued at fair market value).
- H. Tips.
- I. Deferred compensation such as contributions made by or on behalf of the employee to a tax-deferred annuity (including 401k plan contributions, payments into teacher's retirement plans and government retirement plans).
- J. Stipends - if work is required.
- K. Bonuses.
- L. Prizes - if connected with employment.
- M. Directors fees.
- N. Income from jury duty.
- O. Supplemental unemployment compensation paid by employer.
- P. Union steward fees.
- Q. Strike benefit paid by company.
- R. Executor fees.
- S. Ordinary income from the sale or exchange of property.
- T. Net gains from business activity including farms.
- U. Income from non-qualified pension plans.
- V. Rental income.
- W. Portion of pass-through income to residents from all entities on which Strasburg tax is not paid at the entity level.
- X. Royalties from tangible property.
- Y. Gambling winnings.

## 6. NON-TAXABLE INCOME

The following items are not taxable to the village:

- A. Military pay (including National Guard and reserve pay).
- B. Income earned as an election poll worker, unless in excess of \$1,000.
- C. Alimony and child support.
- D. Income from capital gains or losses.
- E. Interest.
- F. Dividends.
- G. Social Security benefits.
- H. Workers' Compensation benefits.
- I. State Unemployment Benefits.
- J. Proceeds of life insurance plans.
- K. Welfare payments.
- L. Income from qualified pension plans.
- M. Patent and copyright income.
- N. Royalties from intangible property.
- O. Annuity distributions.
- P. Housing allowances for clergy to the extent that the allowance is used to provide a home.

## 7. TAX CREDIT FOR TAX PAID TO ANOTHER CITY

Other City Credit is calculated at 1% of the other city wages. W-2 must be submitted showing other city withholdings in order to receive the credit.

# 2019 STRASBURG, OHIO INCOME TAX INSTRUCTIONS

## 8. BUSINESS INCOME SCHEDULE (Schedule X) AND ALLOCATION FORMULA (Schedule Y)

Schedule X adjusts the federal net gain or loss for items where Strasburg income tax applies differently from federal tax. Line A of Schedule X shows the starting figure to use. Business income attributable to interest, dividends, capital gains and losses are not subject to Strasburg income tax. Expenses attributable to nontaxable income shall be added back in the amount of 5% of specified nontaxable amounts. City or state taxes based on income may not be deducted. For partnerships, guaranteed payments to partners are not deductible. Self-employed individuals and pass-through income recipients may NOT deduct one-half self-employment tax.

Schedule Y is used to determine the percentage of adjusted net business income to be allocated to Strasburg. It may be used only if business is conducted both within and outside the Village of Strasburg. When this formula method is used, the following procedures must be observed.

**Step 1.** Determine the percentage which the average original cost of real and tangible personal property owned or used in the business, located within Strasburg during the period, is of the average original cost of all real and tangible personal property used in the business wherever located.

**Step 2.** Determine the percentage which the total wages, salaries and other compensation paid during the period to employees for services performed in Strasburg is of the total wages, etc. to all employees located everywhere.

**Step 3.** Determine the percentage which the gross receipts of the business from sales made or services performed in Strasburg during the period is of the total gross receipts from all sales and services wherever made or performed.

**Step 4.** Sum the percentages for each of the above steps used.

**Step 5.** Divide total of Step 4 by the number of percentages used.

## MANDATORY DECLARATION OF ESTIMATED TAX - GENERAL INFORMATION

### 9. PURPOSE OF DECLARATION:

If you expect to have any taxable income in 2020 on which the proper amount of Strasburg tax will not be withheld by your employer, you must file a Declaration of Estimated Tax. It must be filed by the due date of the prior year's final tax return without extension, and you must pay at least 22% of the tax due by that date. Such taxpayers must also file an annual return of actual taxable income and pay any balance of tax due. For example for individuals, a Declaration of Estimated Tax for 2020 must be filed by April 15, 2020, including payment of the first quarterly amount due.

### 10. WHO MUST MAKE A DECLARATION:

- Every resident of the Village of Strasburg, who expects to receive taxable income, wherever earned, from which the Village of Strasburg Income Tax will not be withheld.
- Every non-resident of the Village of Strasburg, who expects to receive taxable income, earned or derived from within the Village, from which the Village of Strasburg Income Tax will not be withheld.
- Every business entity, such as corporations, partnerships, fiduciary of active trusts, unincorporated businesses or professional entities conducting activities or producing income from within the Village.
- Every taxpayer shall make a declaration of estimated taxes for the current taxable year, on the form prescribed by the Tax Administrator, if the amount payable as estimated taxes is at least two hundred dollars.

### 11. WHEN AND WHERE TO FILE DECLARATION:

File on or before April 15, 2020, with the VILLAGE OF STRASBURG, INCOME TAX DIVISION, P.O. BOX 527, EATON RAPIDS, MI 48827. All wage earners must file on a calendar year basis.

### 12. LATE FEE, PENALTY AND INTEREST:

A late fee is charged for failure to file a tax return by the due date- \$25.00 will be charged for each month that the tax return is not filed, or any fraction thereof. The penalty shall not exceed a total of \$150.00. Any tax amount that is not paid when it is due will be assessed a penalty of 15% and interest.

### 13. AMENDMENTS TO DECLARATION:

If your income situation changes materially from the estimate made on your original declaration, an amended declaration is required. You may use a new form and write across the face of it the word "Amended."

### 14. DECLARATION OF ESTIMATED TAX PAYMENT TIMETABLE- CALENDAR YEAR TAXPAYERS

April 15, 2020 . . . . . File Declaration with 1st quarter payment  
June 15, 2020 . . . . . 2nd quarter payment due  
September 15, 2020 . . . . . 3rd quarter payment due  
December 15, 2020. . . . . 4th quarter payment due