

## GENERAL INFORMATION

### Who Must File

All corporations, partnerships, trusts, estates or other entities conducting business in, performing services in, or deriving income (or loss) from activities in the City of Trotwood.

Partnerships, Joint Ventures, associations or other businesses owned by two or more persons and conducting business in Trotwood are required to file city returns on an entity basis.

This form is for use by Business entities only. Individual residents, or non-residents having Trotwood income (or losses), who file as sole proprietors, use Federal Schedule C, or have other types of income must obtain an Individual Income Tax Return Form R from the Income Tax Support Services Division.

### Amended Returns

An amended return is necessary for any year in which an Amended Federal Return is filed or in which your Federal tax liability has changed. An amended return must be filed within ninety days of the filing date of any amended Federal return and must include a copy of the Amended Federal Return.

### Extensions

Extensions are not granted on an automatic basis.

All extensions shall be conditioned upon the taxpayer filing an extension request by the original due date of the return. This request must include a copy of the federal extension request. A city extension will not be granted where there is no federal extension. Payment in full of any tentative tax due must accompany the request. An extension for payment will not be granted.

Make written application for extension (on or before April 15 or three and one-half months after the fiscal year end) by using the extension request form attached to the envelope in this packet.

### Operating Losses

Although the Federal law permits the carry-forward or carry-back of certain operating losses, such losses may not be carried forward or backward under the provisions of the City of Trotwood Income Tax Ordinance.

### Supporting Documentation

Documentation is necessary to verify all amounts of taxable or non-taxable incomes, expenses and deductions, as applicable.

Additional forms, schedules or computations may also be needed to support your city return in certain circumstances.

### Penalty and interest

Penalty and interest charges are assessed on any unpaid tax liability after the due date of such liability. A late filing penalty will also be assessed whenever any return is filed beyond the due date (or extended due date).

### When and where to file

Returns must be filed on or before April 15 (for calendar year filers), or within 3 1/2 months after the fiscal year end with the City of Trotwood, 4 Strader Drive, Trotwood OH 45426.

Any tax due must be paid when the return is filed. Checks or money orders should be made payable to the City of Trotwood.

Incomplete returns or returns received without signatures or without proper supporting documentation or information may not be accepted; thereby creating potential penalty or interest assessments or delays in refund processing.

**IMPORTANT! NEW DUE DATES EFFECTIVE 1/1/05  
ALL BUSINESS INCOME TAX RETURNS AND EXTENSION  
REQUESTS WILL BE DUE 3 1/2 MONTHS AFTER TAX YEAR  
END.**

## INSTRUCTIONS

### Name and Address

Complete the name and address information, and federal employer identification number where requested. Make any necessary changes or corrections. Indicate the type of business entity and include explanation if "other" is indicated.

Line 1 Total taxable income from Federal form 1120, 1120S, 1065 or appropriate federal schedules. Schedules and supporting documentation must be attached.

Line 2 and 3 Use Schedule X to reconcile federal taxable income to city taxable income, when necessary. Schedule X adjustments should be included on Lines 2 and 3.

Line 4 Combine amounts on Lines 2 and 3 and show the excess on Line 4. Show negative amounts in parentheses.

Line 5 Total taxable income plus or minus Schedule X adjustments.

Line 6 Amount allocable to Trotwood (from Schedule Y computations). The Business Apportionment Formula, Schedule Y is used to compute the portion of net profits allocable to Trotwood when business is conducted both inside and outside of the city. A business apportionment formula consisting of the average property, gross receipts and wages paid may be used by business entities not required to pay tax on entire net profits by reason of doing business both inside and outside Trotwood. However, if the books and records of the taxpayer shall disclose with reasonable accuracy the net profit attributable to Trotwood, then only this portion shall be considered as having a taxable situs in Trotwood.

Line 7 Amount of income subject to municipal tax is computed by multiplying Line 5 by percentage on Line 6, if applicable.

Line 8 Trotwood tax due – Line 7 multiplied by 2.25% (.0225)

Line 9 Show total estimated payments made.

Line 10 Prior year overpayment is amount of tax overpaid in prior year, not refunded, but transferred for use on the liability for this year.

Line 11 Add Lines 9 and 10 for total credits.

Line 12 Subtract Line 11 from Line 8 to compute the balance of tax due. If Line 11 is more than Line 8, proceed to Line 13.

Line 13 If Line 11 is more than Line 8, an overpayment of tax exists. Enter the overpayment on Line 13.

Line 14 If Line 13 is \$5.00 or more then you may have the overpayment applied to next tax year or refunded. Indicate your choice on Line 14. No indication will result in an overpayment credit to next tax year. Refunds will be processed in order of date received and refunds will be mailed within ninety days of receipt of a complete return.

Line 15 Indicate the amount of estimated tax due. You may base the estimate either on current year tax due (Line 8) or actual estimated amounts for next tax year.

Line 16 Multiply this amount by 22.5% (to pay a total of 90% of liability in quarterly installments).

Line 17 Show the overpayment from Line 14 if so credited. The overpayment for the current tax year as shown on Line 14 is applied to the first quarterly payment. If the overpayment is greater than the first quarterly payment, the difference will apply to the next quarter due.

Line 18 Line 16 minus Line 17

Line 19 Line 12 plus Line 18. This amount is due no later than April 15 (for calendar year filers) or within 3 1/2 months after the fiscal year end.

Signature The tax return must be signed and dated. If someone other than the taxpayer prepares the return, this party must also sign and show information requested.

## ASSISTANCE

For assistance in completing this return, or if you have any questions, please contact the City of Trotwood Income Tax Department. Office hours are 8:00 am to 5:00 pm, Monday through Friday. Phone (937) 837-3415, Fax (937) 854-8641.