

**CITY OF MANSFIELD, OHIO**

INCOME TAX DIVISION

P.O. BOX 577

MANSFIELD OHIO 44901

Telephone (419) 755-9711

Fax (419) 755-9751

Additional Forms Available at [www.ci.mansfield.oh.us](http://www.ci.mansfield.oh.us)

**W.A.G.E. CREDIT QUESTIONNAIRE**

Please complete and return this questionnaire along with the W.A.G.E. worksheet.

1. Local Name and Local Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Date Started: \_\_\_\_\_

3. Nature of Business: \_\_\_\_\_

4. Federal ID Number: \_\_\_\_\_

5. Do you qualify for the Working Aggressively Generating Employment Tax Credit Program?  
\_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, please submit your completed W.A.G.E. Credit Worksheet.

6. Type of Ownership (Check one): \_\_\_\_\_ Sole Proprietor \_\_\_\_\_ Corporation  
\_\_\_\_\_ Partnership \_\_\_\_\_ Non-Profit Corp.

The information submitted is true and correct:

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: ( ) - \_\_\_\_\_ Date: \_\_\_\_\_

## **INSTRUCTIONS FOR W.A.G.E. TAX CREDIT**

- A. CURRENT YEAR PAYROLL INFORMATION:  
Total payroll dollars (for the tax year) paid for services rendered in Mansfield.
- B. BASE YEAR PAYROLL INFORMATION:  
See Mansfield Tax Ordinance/Rules and Regulations
- C. Subtract (B) from (A)
- D. AVERAGE EMPLOYMENT INCREASE
- E. PAYROLL ATTRIBUTABLE TO INCREASED EMPLOYMENT:  
You have established how many employees were added; now give a dollar value to those employees. This dollar value should be stated for all employees. CAUTION: It is normal business practice to hire new people at a lower rate than those already trained. If you feel there may be a question regarding this amount, please explain the calculation on a separate page.
- F. INCOME TAX RATE:  
Multiply line (E) by 1.75% (Mansfield Income Tax Rate).
- G. TOTAL INCOME TAX ATTRIBUTABLE TO THE ADDITIONAL EMPLOYEES
- H. CREDIT ALLOWED FOR ADDITIONAL EMPLOYMENT  
50% of line (G)
- I. TOTAL W.A.G.E. CREDIT  
Enter total on line 9 of Form FR-B (City of Mansfield Business Income Tax Return)

CITY OF MANSFIELD, OHIO  
 INCOME TAX DIVISION  
 W.A.G.E. CREDIT WORKSHEET

PAYROLL INFORMATION	YEAR	TOTAL NUMBER OF EMPLOYEES	TOTAL MANSFIELD PAYROLL DOLLARS	TOTAL MANSFIELD PAYROLL HOURS
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(A) CURRENT YEAR..... \$  
 (B) BASE YEAR (see ord.)..... \$

(C) INCREASE IN CURRENT YEAR PAYROLL HOURS OVER THE BASE YEAR (A minus B) \_\_\_\_\_  
 (D) INCREASE DIVIDED BY 2080 (Average Employment Increase) (Line C / 2080 = %) \_\_\_\_\_ %

(E) PAYROLL AMOUNT ATTRIBUTABLE TO THE INCREASED EMPLOYMENT \$ \_\_\_\_\_

(F) MULTIPLY BY THE MANSFIELD INCOME TAX RATE (Line E x 1.75%) \$ \_\_\_\_\_ x 1.75% = \$ \_\_\_\_\_

(G) TOTAL INCOME TAX \$ \_\_\_\_\_

(H) MULTIPLY BY 50% CREDIT ALLOWED (Line G x 50%) \$ \_\_\_\_\_ x 50% = \$ \_\_\_\_\_

(I) AMOUNT OF CREDIT TO BE TAKEN ON THE CITY OF MANSFIELD BUSINESS RETURN  
 (Enter total of this amount on Line 9 of City of Mansfield Form FR-B) \$ \_\_\_\_\_

NOTE: Your employment level (in Mansfield) must be above the base year to be eligible for a W.A.G.E. credit. All information requested must pertain to Mansfield activity and not activities outside Mansfield. Credit can be used only on current tax year. No refund will be issued, nor carry-over allowed, for the W.A.G.E. tax credit.