

## **CITY OF MANSFIELD, OHIO**

Income Tax Division

P.O. Box 577

Mansfield, Ohio 44901

Telephone (419) 755-9711

Fax (419) 755-9751

Forms are available at [www.ci.mansfield.oh.us](http://www.ci.mansfield.oh.us)

### **GENERAL INSTRUCTIONS**

**WHO MUST FILE:** Every Mansfield resident eighteen years of age and older must file a Mansfield Income Tax return. The only exception to this is to have registered with the tax department as retired and your income is only retirement benefits. Every non-resident individual earning income in Mansfield not subject to the withholding of Mansfield income tax must also file an annual Mansfield Income Tax Return. Every non-resident individual with rental property or engaged in a business or profession in Mansfield must file an annual Mansfield Income Tax Return.

**FILING STATUS:** Every taxpayer must file an individual return. Joint returns are not permitted.

**BEFORE YOU START:** Fill in your name, current address, and social security number. Please complete any of the five informational lines (located to right of the address) that pertain to you.

**WHEN AND WHERE TO FILE:** This return must be filed or postmarked on or before April 15. Make checks or money orders payable to **City of Mansfield** and mail to **Mansfield Income Tax Division, P.O. Box 577, Mansfield, Ohio 44901**. You may also bring your information (W-2s and/or Federal Schedules) to the office at 30 North Diamond Street, 7<sup>th</sup> Floor, Mansfield, Ohio 44902, and we will file your Mansfield Income Tax return for you. If the deadline cannot be met, a copy of the Federal request for extension or a letter requesting an extension which includes name, address, social security or federal identification number **MUST BE FILED WITH THE INCOME TAX DIVISION BY THE ORIGINAL DUE DATE OF THE RETURN**. An extension request is not an extension of time to pay. Payment of an estimated tax due should accompany the extension request.

**ESTIMATED TAX PAYMENTS:** Section 191.06 of Mansfield Codified Ordinances states: Every person who anticipates a taxable income which is not subject to withholding of income tax or who engages in any business, profession, or activity subject to Mansfield taxation shall file and pay estimated tax. Such payments are due on April 15, July 31, October 31 and January 31 of the following year. Estimated payment vouchers can be printed. Complete Lines 15-19 on Individual Tax Form.

**DISCLAIMER:** Definitions and Instructions are illustrative only. Chapter 191 of the Mansfield Codified Ordinance supersedes any interpretation presented.

**See next page for a list of items that are taxable/non-taxable.**

DO NOT SEND CASH THROUGH THE MAIL

A \$35.00 SERVICE FEE WILL BE IMPOSED ON ANY RETURNED CHECK

MASTERCARD, VISA, DISCOVER AND AMERICAN EXPRESS ARE ACCEPTED  
**MINIMUM** OF \$3.00 CONVENIENCE FEE ASSESSED BY CREDIT COMPANY

## **TAXABLE INCOME**

1. Gross wages, salaries, commissions and other compensation including
  - A Sick and vacation pay
  - B Third party sick pay
  - C Income from wage-continuation plans (includes retirement incentive plans)
  - D Stock options – taxed when exercised on the amount on the W-2 form
  - E Cost of group term life insurance over \$50,000
  - F Severance pay
  - G 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
  - H Tips
  - I Contributions made by or on behalf of employees to tax-deferred annuity plan
  - J Stipends – if work required
  - K Third party disability pay – employer paid premiums
  - L Bonuses
2. Directors' fees
3. Income from jury duty
4. Supplemental unemployment pay – paid by employer
5. Union steward fees
6. Strike benefits paid by company
7. Profit sharing – if from non-qualified plan
8. Moving expense reimbursement – in excess of federally allowed
9. Gambling winnings, such as lottery, sports winnings, and games of chance. A deduction of \$2500 or amount of winnings, whichever is less, is allowed for a non-professional gambler. (Losses are not deductible)

## **NON TAXABLE INCOME**

1. Active military pay including reserve pay
2. Income earned while under 18 years of age
3. Alimony received/child support received
4. Capital gains
5. Interest
6. Dividends
7. Social Security benefits
8. Worker's Compensation
9. Insurance benefits (not sick pay)
10. Prizes – unless connected with employment
11. Welfare payments
12. Pension income – includes lump sum distributions
13. Patent and copyright income
14. Royalties – if derived from intangible property
15. Annuities – at time of distribution
16. Housing for clergy
17. Meals and lodging required on premises
18. Government allotments
19. Profit sharing from qualified plans
20. Unemployment (not sub-pay)
21. Income earned as poll worker
22. Rental income received by a taxpayer age 65 or older totaling less than \$6,350 annually (Comprises taxpayers total income)
23. Annual income up to \$2500 received by a taxpayer 65 or older

*For items not listed, contact the Income Tax Division for clarification at (419)755-9711.*

## **INSTRUCTIONS FOR PREPARING CITY OF MANSFIELD INCOME TAX RETURN AND ASSOCIATED WORKSHEETS**

- Line 1 Enter total amount of taxable wages. If you have multiple W-2's or 2106 expenses, complete Worksheet A. Attach all W-2's and 1099's. Please use the highest dollar amount of gross wages on each W-2.
- Line 2 Enter 2106 expense adjustment form Worksheet A, Column 3. When you reduce income earned in another city by 2106 expense adjustments, you must also reduce the tax withheld by the same percentage. Federal Forms 2106, 1040, and Schedule A must be attached for documentation of calculations.
- Line 3 Subtract line 2 from line 1.
- Line 4 Enter the amount of other income from schedules C, E, or O from worksheet B, but not less than -0-. Attach appropriate schedules and documentation.
- Line 5 Add lines 3 and 4.
- Line 6 Use this space to enter income exempt from taxation (Worksheet C). This would include part-year resident income, credit for taxpayers age 65 and older, or any other income included on line 5 which is not taxable.
- Line 7 Subtract Line 6 from line 5.
- Line 8 Multiply line 7 by 2.0% (.02).
- Line 9 A) Enter total Mansfield tax withheld from W-2's (Worksheet A Column 4).  
B) Enter total of estimated payments and/or prior year credits.  
C) Enter other city credits form Worksheet A Column 5. Credit from each W-2 may not be higher than 1% (.01) of the gross wage on that W-2. Attach appropriate documentation (W-2, other city return, etc.) to receive proper credit. The 1% credit is only on adjusted taxable income.  
D) Add lines 9A through 9C.
- Line 10 Subtract line 9D from line 8. Payments of less than three dollars (\$3) of net tax due are not required to be paid, nor will refunds of less than three dollars (\$3) be made. If balance due is not paid by April 15, 2015 penalties and interest will be assessed (See lines 11 and 12).
- Line 11 A \$25 late filing penalty is assessed for returns or extensions not filed by April 15, 2015.
- Line 12 A 1% per month penalty is assessed for any unpaid balance after April 15, 2015.  
A 1% per month interest charge is assessed for any unpaid balance after April 15, 2015.
- Line 13 Add lines 10 through 12. If less than three dollars (\$3), do not remit payment, **but still file** the return. Make checks payable to the City of Mansfield.
- Line 14 If line 9D is greater than line 8, enter overpayment here (Amount must be \$3 or more).  
A) Enter amount of overpayment (line 14) you want refunded.  
B) Enter amount of overpayment (line 14) you want credited to next year.
- Complete 15 through 19 for estimated tax payments – See General Instructions.
- Line 15 Enter the total estimate of income that will be subject to Mansfield tax for 2015.
- Line 16 Enter credits (city withheld tax, taxes paid to other cities, amount paid by partnerships).
- Line 17 Subtract line 16 from line 15, enter result.
- Line 18 Multiply line 17 by .225 enter result.
- Line 19 Enter amount from line 14 b subtract from line 18 and add result to line 13 for total tax and first quarter.
- Line 20 Enter total amount due by adding Line 13 and 19.

**YOU MUST SIGN RETURN**

## **Worksheet A**

Use the highest dollar amount of gross wage from each W-2.

If you have income that has another city tax withheld **and** has 2106 expense associated with it, the 1% credit is calculated on the new wage amount after the 2106 expense has been subtracted.

## **Worksheet B**

Line 1 is for taxable income that was reported on the federal tax schedule C.

Line 2 is for rental income only that was reported on the federal tax schedule E.

Line 3 is for other sources of city taxable income, that are not included in lines 1 and 2.

## **Worksheet C**

If you reached 65 during the year and had W-2 income during the year as reported on line 1 of this tax return, you are allowed to reduce your wage amount shown on the W-2 form by \$2,500.00. Show this on as a deduction on line 6 of the tax return.

If you reached 65 during the year and have rental income that is subject to the Mansfield income tax, and if such income comprises the taxpayer's total income subject to taxation you can exclude up to \$6,350.00 annually. Show this on as a deduction on line 6 of the tax return.