

**2021 Instructions for Completion of the Tax Return (FR-B)**

- Line 1 Enter amount of taxable income from your federal return. ATTACH COPY OF FEDERAL FORM.
- Line 2 Adjustments: Combine the items "not deductible" and the items "not taxable" from schedule X on the Reverse. Items not taxable must be included in income to be deducted.
- Line 3 Loss carry forward amount from prior tax years. For Mansfield 2017 is the first year eligible for a loss.
- Line 4 Taxable income to Mansfield before allocation. Subtract or add line 2 and 3, as applicable from line 1.
- Line 5 Apportionment Percentage: From schedule Y. Used to determine the percentage of income conducted Within and/or outside of Mansfield.
- Line 6 Mansfield Taxable Income: Line 4 multiplied by line 5.
- Line 7 Mansfield Income Tax: Multiply line 6 by 2%.
- Line 8 Enter amount of previous years' credits carried forward, if any.
- Line 9 Total estimated payments made on current year.
- Line 10 Totals of lines 7 and 8.
- Line 11 Total tax due after credits. Subtract line 10 from line 6.
- Line 12 Late filing penalty \$25.00/month up to maximum of \$150.00 Plus (15% of unpaid balance 1-time charge)
- Line 13 5% interest per annum for late payment.
- Line 14 Total due. Pay this amount (Make check payable to City of Mansfield, Ohio)
- Line 15. Indicate amount of overpayment if line 10 is greater than line 6.  
A Amount requested for refund must be \$10 or more  
B Amount to be credited to next year.

**Instructions for Schedule X**

This schedule is used to adjust your federal net income to your Mansfield taxable income. The left-hand column is for items deductible on the federal return but not deductible under the Mansfield ordinance. The right-hand column is for items taxable on the federal return but not taxable by Mansfield.

**Instructions for Schedule Y**

This form is used to determine the amount of income allocable to Mansfield taxation earned within and outside of Mansfield.

**Instructions for Schedule Z**

Partner's distributive share of net income. Attach copy of applicable federal forms. List the information indicated and carry forward to line 1 on the front of form.