

# Filing and Payment Information

## **BUSINESS INCOME TAX RETURNS (Net Profits Tax) - Calendar Tax Year**

Sole Proprietors and Other Individuals	Use Form IR-25	Due Date: April 15 ★
Other Businesses	Use Form BR-25	Due Date: April 15 †
Declaration of Estimated Tax	Use Form BR-21★	Due Date: April 15 •
2nd Quarter Estimated Tax Coupon	Use Form BR-18★	Due Date: June 15 •
3rd Quarter Estimated Tax Coupon	Use Form BR-18★	Due Date: September 15 •
4th Quarter Estimated Tax Coupon	Use Form BR-18★	Due Date: December 15 •

★ Sole proprietors should use the IR-21 & IR-18 for declaring and paying estimated taxes on their earnings and net profits.

† FISCAL Business Return due date: 3½ months after the close of the year.

• FISCAL Business Declarations are due on the fifteenth day of the 4<sup>th</sup>, 6<sup>th</sup>, 9<sup>th</sup> and 12<sup>th</sup> month of the fiscal year.

## **EMPLOYERS WITHHOLDING FORMS (Payroll Tax)**

Quarterly Returns of City Tax Withheld	Use Form IT-11	Due last day of month following the close of the quarter
Year-end Reconciliation with W-2s	Use Form IT-13	February 28th of the following year
City Tax Withheld Deposit Coupon	Use Form IT-15	See below to determine due dates

## **DUE DATES FOR EMPLOYER DEPOSITS OF CITY TAX WITHHELD (FORM IT-15)**

It is your responsibility to ensure that our office receives your withholding tax forms and payments on time. The use of a tax preparer or payroll service to prepare your city tax returns and payments does not relieve you of these responsibilities.

- Semi-monthly:** 1) If the total taxes deducted and withheld or required to be deducted and withheld on behalf of the municipal corporation in the preceding calendar year exceeded eleven thousand nine hundred ninety-nine dollars (\$11,999), or if the total amount of taxes deducted and withheld or required to be deducted and withheld on behalf of the municipal corporation in any month of the preceding calendar year exceeded one thousand dollars (\$1,000). Payments must be made to the City within three (3) banking days after the fifteenth and the last day of each month. [Use Form IT-15 when remitting payment.]
- Monthly:** 1) If the total taxes deducted and withheld or required to be deducted and withheld in the prior calendar year were less than \$12,000 but more than \$2,399; or 2) if the amount of taxes for any month in the preceding quarter exceeded \$200. Payments must be made to the City within fifteen (15) days after the close of each calendar month. However, the taxes withheld for the third month of each quarter need not be remitted to the City until the last day of the month following the close of the quarter using Form IT-11. [Use Form IT-15 when remitting payment for first two months of each quarter.]
- Quarterly:** All employers not required to remit the tax withheld semi-monthly or monthly shall make quarterly payments no later than the last day of the month following the end of each quarter using Form IT-11. [Do not use Form IT-15 when remitting payment. Include your payment with Form IT-11.]

***Failing to timely remit withheld City taxes may result in a penalty of 50% of the tax due.  
Failing to timely file a required return may result in late charges up to \$150.***

*Please note: IRS regulations state that corporate officers' compensation must be treated as wages. [IRC 3121(d)(1)]*

## **QUALIFYING WAGES**

All Ohio municipalities assess payroll withholding tax on "qualifying wages" as defined in Section 718.01(R) of the Ohio Revised Code. In general, "qualifying wages" are Medicare wages reduced by any Section 125 cafeteria plan amounts included in Medicare wages, such as adoption assistance (if offered) or cash (if employees can choose cash as one of the cafeteria plan benefits). Employee deferrals into a 401(k) remain taxable for city purposes even if offered through a Section 125 cafeteria plan. If you have any employees that are exempt from Medicare taxes, you must calculate their "qualifying wages" as if they were subject to Medicare taxes. The IRS requires, but currently does not enforce, the inclusion of incentive stock option and employee stock purchase plan option income in Medicare wages. You must comply with the IRS requirements regarding these types of stock option income when calculating "qualifying wages" based on Medicare wages. Please consult your tax advisor regarding your specific compensation program and its effect on calculating "qualifying wages".