

# Income Tax Newsletter

## A MESSAGE FROM OUR DIVISION

The City of Columbus, Income Tax Division is excited about our new state-of-the-art Columbus Revenue Information Service Portal (CRISP) at [crisp.columbus.gov](http://crisp.columbus.gov). CRISP will be your launch pad for Columbus taxes. You will be able to register to file and pay local income taxes (Individual/ Business/ Withholding) and check your refund status, estimated payments made, etc. via this safe and user-friendly portal. Tax preparers with multiple clients and

bulk withholding filers will be able to utilize the enhanced features of this portal as well.

OTUS, our chatbot will help you navigate the CRISP system. OTUS is available 24/7/365 to assist all of you – including night owls and early birds – with questions.

*Note that MeF will be available for filings in early 2024.*



**Good things are here, taxpayers!**



**File your Columbus taxes ONLINE!**

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## WHAT'S NEW?

### *Individual Filings*

Part E of Form IR-25 replaces Form IR-21 Declaration of Estimated Tax. Form IR-PV replaces Form IR-18 Quarterly Statement of Estimated Income Tax.

### *Business Filings*

Part C of Form BR-25 replaces Form BR-21 Declaration of Estimated Tax. Form BR-PV replaces Form BR-18 Quarterly Statement of Estimated Income Tax.

### *Withholding*

**Form WH-PV Withholding Tax Payment Voucher** replaces Form IT-15.

**Form IT-11 Employer's Quarterly Return of City Tax Withheld:** A Payroll Schedule has been added to Page 2 of this form. This Payroll Schedule must be completed as part of Form IT-11 and does not substitute for the quarterly IT-11 return.

**DATE WAGES PAID COLUMN:** List every date on which compensation was paid to your employees during the quarter of this return. Attach additional pages if needed.

**COLUMBUS TAX WITHHELD COLUMN:** For each payroll date, enter the total of Columbus tax required to be withheld on employees' Qualifying Wages, plus any withheld as a courtesy based on residency. Total withholding from the Payroll Schedule **MUST** match the total tax due on Page 1 of the IT-11 quarterly return.

**W2 Information:** Electronic submission of W-2 information is through [CRISP](#). CDs are no longer accepted. Paper copies of W-2s may be attached to the paper Form IT-13 Annual Reconciliation.

**Bulk electronic filing** is available for Quarterly returns (IT-11's), Annual Reconciliations (IT-13's) and **W-2 information**. Please see our **Bulk Filing Guide** at <https://www.columbus.gov/IncomeTaxDivision/TaxForms/Employers/>.

**Excise Tax accounts for Hotel/Motel Tax, Short Term Rental Tax and Admissions Tax being added to Online Filing.**

Beginning June 5, 2023, Hotels, Motels, Short Term Rentals and Admission Tax vendors will also be able to file and pay through our new Columbus Revenue Information Service Portal or CRISP at <https://crisp.columbus.gov>.

## NET-OPERATING LOSS INFORMATION

The first year that net operating loss carryforwards may be calculated for the City of Columbus is with regard to the taxpayer's 2017 tax return impacting net profits for 2018 to be filed in 2019. For taxable years 2018, 2019, 2020, 2021, or 2022 net operating loss carry-forwards are limited to the lesser of 50% of the total loss or 50% of the current year's income. Starting with taxable year 2023, to be filed in 2024, net operating losses may be utilized to reduce taxable income to zero. [O.R.C. 718.01 (D) (3)].

"Net Operating Loss" means a loss incurred by a person in the operation of a trade or business. "Net operating loss" does not include unutilized losses resulting from basis limitations, at-risk limitations, or passive activity loss limitations. Passive activity losses are deducted the year allowed for federal tax purposes. You must complete the net-operating loss worksheet on the IR-25, if you are carrying forward a net operating loss from a previous tax return to this year's return.



For Columbus residents, these unincorporated business profits are taxable regardless of where the business was conducted.

You may be entitled to a credit for taxes paid to the city where your income was earned. If you are a partner in a partnership, you may be entitled to a credit for city taxes paid by the partnership. Such credits shall be allowed only to the extent of the tax assessed per C.C.C. §362.081.

## FORM AND INSTRUCTIONS

If not using [CRISP](#), individual, corporate, and employer filing forms and instructions are available in the Tax Forms section of the Income Tax Division website. The City of Columbus Income Tax Division uses Adobe fillable PDF forms. Most browsers can display the PDF, but the fillable features will be disabled. To use the forms provided by the City of Columbus Income Tax Division, we recommend you download the forms and open them using the newest version of Acrobat Reader.

## CONTACT THE DIVISION

If you need to contact the City of Columbus, Income Tax Division, please call (614) 645-7370, Monday – Friday, 9am to 4pm. Due to the tax season, we are experiencing higher-than-usual call volume. There are self-service options available 24/7 at [crisp.columbus.gov](#) including secure messaging and our chatbot, OTUS.

## TAXPAYER DROP-OFF & IN-PERSON PREPARATION SERVICE

Please note that the Division is no longer offering in-person tax return preparation service.

The Division is also no longer accepting tax returns or payments in person at 77 N. Front Street, 2<sup>nd</sup> Floor Columbus, Ohio 43215.

## MAILING ADDRESSES FOR THE DIVISION

The City of Columbus, Division of Income Tax is strongly encouraging taxpayers to go to: [crisp.columbus.gov](#) to file your returns and make payments. If you are unable to file and pay online, please use the mailing addresses below:

PAYMENT ENCLOSED (BUSINESS & INDIVIDUAL):  
Columbus Income Tax Division  
PO Box 182158  
Columbus, OH 43218-2158

NO PAYMENT ENCLOSED (BUSINESS & INDIVIDUAL):  
Columbus Income Tax Division  
PO Box 182437  
Columbus, OH 43218-2437

WITHHOLDING (PAYMENTS & NO PAYMENTS):  
Employer Withholding Tax  
PO Box 182489  
Columbus, OH 43218-2489

CORRESPONDENCE:  
Columbus Income Tax Division  
PO Box 183190  
Columbus, OH 43218-3190

## PAYMENT OPTIONS & UPDATES WITH NEW VOUCHER NAMES

**Paying tax due:** If the full amount of the tax liability has not been paid by quarterly estimated payments, the unpaid balance must be filed and paid by the due date unless the balance due is \$10 or less. If you are not paying electronically on CRISP at [crisp.columbus.gov](#), make your check payable to City Treasurer, and staple your check/money order to the front of page 1 of your tax return or voucher. Please note that the Division does not accept cash payments.



***Making estimated payments:*** Declaration and estimated tax payments must be made separately from your tax return for both net profit and individual accounts. Payments can be made on [CRISP](#) or by using the payment voucher IR-PV or BR-PV. No extensions of time to pay will be granted, you must make your estimated tax payment on Form IR-PV/BR-PV or online at [crisp.columbus.gov](http://crisp.columbus.gov) by the due dates below.

Payments are due:

- April 18, 2023
- June 15, 2023
- September 15, 2023
- December 15, 2023 (Net Profit)
- January 15, 2024 (Individual)

Each estimated tax payment must include a payment of at least 25% of the total declared estimated tax. If you have a credit carryforward from the prior tax year, it will be applied to your first quarter estimated payment liability.

All 2023 quarterly estimated payments must total at least 90% of the total tax liability shown on your 2023 tax return **or** at least 100% of the total tax liability shown on your 2022 tax return. If all estimated payments total an amount less than either of these criteria, or if payments are not made by their due dates, you will be subject to penalty and interest.



## 2023 FILING AND PAYMENT CALENDAR

### 2023 Due Dates

2022 Tax Returns	Form	Due With Payment
Individual Taxpayers	IR-25	April 18
Calendar Year Corporate Taxpayers	BR-25	April 18
Fiscal Year Corporate Taxpayers	BR-25	15 <sup>th</sup> day of 4 <sup>th</sup> month following end of fiscal year

2023 Estimated Tax	Form	Payment Due – Calendar Year	Payment Due – Fiscal Year
Declaration of Estimated Tax	BR-25, IR-25	April 15	15 <sup>th</sup> day of 4 <sup>th</sup> month of fiscal year
2 <sup>nd</sup> Quarter Payment	BR-PV, IR-PV	June 15	15 <sup>th</sup> day of 6 <sup>th</sup> month of fiscal year
3 <sup>rd</sup> Quarter Payment	BR-PV, IR-PV	September 15	15 <sup>th</sup> day of 9 <sup>th</sup> month of fiscal year
4 <sup>th</sup> Quarter Payment (Corporate)	BR-PV	December 15	15 <sup>th</sup> day of 12 <sup>th</sup> month of fiscal year
4 <sup>th</sup> Quarter Payment (Individual)	IR-PV	January 15, 2024	

2023 Employer's Withholding Returns	Form	Due Date
Quarterly Returns of City Tax Withheld	IT-11	April 30, July 31, October 31, and January 31 (2024)
Year End Reconciliation of W-2s	IT-13	February 28, 2024

2023 Employer's Deposits of Tax Withheld	Form	Due Date
Semi-monthly payments	IT-15	Within 3 banking days after the 15 <sup>th</sup> and the last day of each month
Monthly payments	IT-15	Within 15 days of the close of each calendar month*
Quarterly payments	IT-11	Last day of month following the end of each quarter

\*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.

**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.**

### Withholding Requirements

It is the employer's 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 employers of these responsibilities.

#### Daily Deposit

Each employer who is required under Internal Revenue Code Section 6302 or any other federal statute or regulation to make next day deposit of tax withheld from employee wages must electronically deposit municipal taxes withheld with the City of Columbus, Income Tax Division at the same time.

#### Semi-monthly Deposit

If the total taxes deducted and withheld or required to be deducted and withheld on behalf of the City exceeded 1) \$11,999 in the preceding calendar year or 2) \$1,000 in any month of the preceding calendar year, the employer must remit semi-monthly using Form IT-15 on the due dates listed above.

#### Monthly Deposit

If the total taxes deducted and withheld or required to be deducted and withheld on behalf of the City were 1) more than \$2,399 but less than \$12,000 in the preceding calendar year or 2) more than \$200 in any month of the preceding calendar quarter, the employer must remit monthly using Form IT-15 on the due dates listed above.

#### Quarterly Deposit

All employers not required to remit the tax withheld daily, semi-monthly, or monthly must make quarterly payments using Form IT-11 according to the schedule above.



## *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”.

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