



City of St. Marys  
 Department of Taxation  
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 St. Marys, Ohio 45885

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# ONLINE FILING IS HERE!!!!

<https://web2.civicacmi.com/StMarysTax>

## MANDATORY FILING:

- BOTKINS
- FORT LORAMIE
- NEW BREMEN
- OSGOOD
- COVINGTON
- LAKEVIEW
- NEW KNOXVILLE
- RUSSIA
- CRIDERSVILLE
- MINSTER
- NORTH STAR
- ST. MARYS

## REQUIREMENTS FOR FILING TAX RETURN

- FRONT PAGE OF FEDERAL 1040
- SCHEDULE 1 IF APPLICABLE
- RETURN MUST BE SIGNED
- ALL W2S MUST BE ATTACHED
- ALL FEDERAL SCHEDULES IF APPLICABLE
- REFUND OR TAX DUE OF \$10.00 OR LESS IS NOT PAYABLE

## PENALTY, INTEREST & LATE FILING FEES

- ONE TIME PENALTY FEE OF 15% OF TAX DUE PAST APRIL 15
- .583 INTEREST PER MONTH UNTIL TAX IS PAID OFF
- LATE FILING FEE OF \$25.00 PER MONTH OR PARTIAL MONTH UP TO \$150.00 FOR ALL MUNICIPALITIES

# FILING INSTRUCTIONS

### WHO MUST FILE

All residents, 18 years of age and older, REGARDLESS of taxable income, unless you have been exempted by our office.

All businesses doing business inside the municipalities.

- **FILING DATE:** Your return must be filed by **April 15TH 2020**.
- **REMITTANCE:** Make your remittance payable to the municipality for which you are filing for. (No payment is due if \$10.00 or less.)
- **EXTENSIONS ARE RECOMMENDED TO BE ATTACHED TO YOUR RETURN WHEN FILED. 90% of estimated tax liability, or 100% based on the previous year, must be paid by April 15, 2020 to avoid penalty. INTEREST IS ALWAYS CHARGED.**
- **ASSISTANCE:** For assistance, please call 419-300-3198.
- **WEBSITE:** www.cityofstmarys.net

**IF YOU MOVED DURING THE YEAR:** Please provide your current address, your previous address, and the date that you moved, including the month and year. If you need any assistance, please contact our office.

**NAME AND ADDRESS:** Please make any changes necessary to correct our records. If your return is not preprinted, provide your name and current address.

**MUNICIPALITY:** The name of the city or village for which you are filing. If you are required to file in more than one city or village, you must complete one tax return for each municipality that you are filing for. We cannot accept a return that does not specify a municipality at the top of the form and we will not decide which municipality you are filing for. If you are unsure please call our office before mailing your return.

*“Municipality” means either city or village. We use the word municipality because we collect for villages and a city.*

**YEAR:** The tax year is the same year that appears on your W2 forms.

**SOCIAL SECURITY NUMBERS:** These numbers can be found on your W2 forms or your Social Security card. Our records are strictly confidential and no one can access your number from our office or files.

### TAX TABLE

#### WE COLLECT FOR THE FOLLOWING MUNICIPALITIES:

CITY/VILLAGE	RATE	CITY/VILLAGE	RATE
Botkins	1.50%	New Bremen	1.50%
Covington	1.50%	New Knoxville	1.50%
Cridersville	1.00%	North Star	0.50%
Ft. Loramie	1.50%	Osgood	1.00%
Lakeview	1.50%	Russia	1.50%
Minster	1.50%	St. Marys	1.50%

# FILING INSTRUCTIONS (continued)

**SECTION A:** This section is for individuals who have a filing responsibility, but do not have income to report. Individuals may use this section to report their nontaxable income.

**SECTION B:** This is for individuals with taxable income.

**EMPLOYER'S NAME:** Name of employer as shown on your W2.

**CITY WHERE EMPLOYED:** Name of city that tax was withheld for as shown on your W2.

**RESIDENT TAX WITHHELD:** Tax withheld for the city where you lived. DO NOT INCLUDE SCHOOL TAX.

**OTHER CITY TAX WITHHELD:** Tax withheld for the city where you worked. This credit is limited by the tax rate of your city of residence. This money will not be sent to your city of residence. Do not include tax that is shown on your W2 that you expect to be refunded. REFER TO CALCULATE CREDIT GIVEN ON BACK OF RETURN.

**MEDICARE WAGES:** Taxable wages as shown on your W2. Generally this is shown in Box 5 (Medicare wage box) on your W2, unless you are exempt from Medicare withholding. IF you are exempt, call our office for further instruction. Your local wage may not match your Medicare wage base.

**LINE 1:** Total each column in boxes 1a, 1b and 1c.

**LINE 2:** Enter total from Worksheet 1 on back. Complete only if you own rental properties, have a small business, are a partner in a partnership, received a K-1 showing distribution from an S corporation, have farm income, received a 1099MISC. See worksheet 1 for further instruction. Cannot use business or rental losses to reduce W2 income.

**LINE 3:** Add lines 1 and 2.

**LINE 4:** Line 3 multiplied by the tax rate. See tax table.

**LINE 5(a):** Amount from line 1a.

**LINE 5(b):** Amount from line 1b, credit is limited by the tax rate of your city. See Calculate Credit Given to figure your allowable credit.

**LINE 5(c):** Amount of estimated payments for 2019. Prior year credit/overpayment from 2018

**LINE 5(d):** Add lines 5a through 5c.

**LINE 6:** Subtract line 5d from line 4.

**LINE 7(a):** Penalty is a flat rate of 15% on all payments made after April 15th.

**LINE 7(b):** Interest is .583% per month on all payments made after April 15th.

**LINE 7(c):** The late filing fee is \$25.00 per month or partial month after April 15th.

**LINE 7(d):** Add lines 7a through 7c.

**LINE 8:** Add lines 6 and 7d. This is your total amount due.

**LINE 9:** This is your overpayment. You must elect to receive a refund or to carry-over to the following year. If no election is made your overpayment will automatically be carried forward to 2020 unless you owe unpaid taxes from previous years.

## DECLARATION OF ESTIMATED TAX

Lines 10 through 13 located on the back of the return.

This section is to be completed only if you expect to owe city tax for the tax year 2020. THIS IS NOT A PAYMENT PLAN FOR YOUR 2019 TAX LIABILITY.

22.5% of the amount shown to be due on line 13 is to be paid each quarter, or every three months, the first payment being due by April 15. Use the enclosed vouchers when remitting your payment.

## SIGN AND DATE YOUR RETURN

Make your check payable to the municipality for which you are filing.

## PAYMENTS

Payments can be made in our office using cash, check, money order, or credit card. This office does not accept payments over the phone. A night drop box is located just inside our front door. You can mail your payments to our office. **Credit Cards Payments** can be made by going to our website at [www.cityofstmarys.net](http://www.cityofstmarys.net) and clicking on MAKE AN INCOME TAX PAYMENT. Fees apply. If you pay online you must still deliver your tax papers to our office. If you pay through our online filing you will still need to upload all your REQUIRED documentation for the return to be accepted.