www.sidneyoh.com

CITY OF SIDNEY
BUSINESS INCOME TAX RETURN
Calendar Year 2009 or
Fiscal Period _____ to _____

Mail completed form to:
City of Sidney
Revenue Collections – Tax
201 W. Poplar St.
Sidney, OH 45365

Due on or before April 15, 2010 or by the 15th day of the fourth month following the end of the fiscal year.

Enter Complete name & present address including any DBA (Doing Business As) Information:

CHECK ONE: ☐ Corporation ☐ S Corporation ☐ Partnership ☐ Other _____

Federal Employer Identification Number:

☐☐-☐☐☐☐☐☐☐

Business Contact Name: _____

Contact Phone Number: _____
If your business moved during the year, please indicate:
Date of move _____

Previous Address _____

1. TOTAL INCOME PER ATTACHED FEDERAL RETURN		1.
2. ITEMS NOT DEDUCTIBLE (From Schedule X, Line M, on page 2)	2.	
3. ITEMS NOT TAXABLE (From Schedule X, Line Z, on page 2)	3.	
4. ENTER EXCESS OF LINE 2 OR 3		4.
5. ADJUSTED NET INCOME (Line 1 plus or minus line 4)		5.
6. PERCENT ALLOCABLE TO SIDNEY (From Schedule Y, Step 5, on page 2)		6. %
7. SIDNEY TAXABLE INCOME (Multiply Line 5 by Line 6)		7.
8. NET LOSS CARRYFORWARD (Limited to 5 years – attach schedule)		8.
9. INCOME SUBJECT TO SIDNEY INCOME TAX (Line 7 minus Line 8)		9.
10. SIDNEY INCOME TAX (Multiply line 9 by 1.5%)		10.
11. A. ESTIMATES PAID ON THIS YEAR'S LIABILITY	11A.	
B. CREDITS APPLIED FROM 2008 TO THIS YEAR'S LIABILITY	11B.	
C. TOTAL CREDITS (Line 11A plus Line 11B)		11C.
12. **TAX AMOUNT DUE,** IF Line 10 is greater than line 11C, subtract Line 11C from Line 10		12.
13. Late Filing Penalty $ ____ Late Pmt Penalty $ ____ Late Pmt Interest $ ____ Underestimation penalty $ ____		13.
14. **BALANCE DUE FOR 2009** (Add lines 12 and 13) (Do not stop here. Complete lines 16-20 below)		14.
15. **OVERPAYMENT**, IF Line 10 is less than Line 11C, subtract Line 10 from Line 11C	15.	
REFUND $ ____ **CREDIT TO 2010** $ ____		
.DECLARATION OF ESTIMATED TAX FOR 2010		
16. Total income subject to tax $ _____, multiply by 1.5%	16.	
17. LESS: CREDIT from line 15 above	17.	
18. Net Taxes Owed (Line 16 minus line 17) (Quarterly statements will not be mailed.)	18.	
19. **AMOUNT PAID WITH THIS DECLARATION** for 1st Quarter Estimated Tax (See Instructions)		19.
20. **TOTAL AMOUNT PAYABLE TO CITY OF SIDNEY** (Add lines 14 and 19)		20.

The undersigned declares this return (& accompanying schedules) is a true, correct and complete return for the taxable period stated and that the figures used herein are the same as used for Federal Income Tax purposes, adjusted to the ordinance requirements for local tax purposes, and if an audit is made which affects tax liability shown on this return, an amended return will be filed within three months. If this return was prepared by a Tax Preparer, I am authorizing them to disclose information concerning this return to the Sidney Tax Office ☐ YES ☐ NO

Signature of Taxpayer or Agent _____ Date _____ Signature of preparer, if other than taxpayer _____ Date _____

Name and Title _____ Phone Number _____ Name and Title _____ Phone Number _____

Office Use Only: Date _____ Ck # _____ $ _____

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201 W. Poplar St.
Sidney, OH 45365

Due on or before April 15, 2010 or by the 15th day of the fourth month following the end of the fiscal year.

SCHEDULE X – RECONCILATION WITH FEDERAL INCOME TAX RETURN, AS REQUIRED BY ORC 718

	ITEMS NOT DEDUCTIBLE	ADD		ITEMS NOT TAXABLE	DEDUCT
A.	Capital losses excluding ordinary losses (IRC) 1221 or 1231 property dispositions. Do not include ordinary loss from Federal Form 4797		N.	Capital Gains, excluding ordinary gains (IRC) 1221 or 1231 property dispositions except to the extent the income and gains apply to those described in IRC 1245 or 1250	
B.	5% of intangible income reported in letter O, except that from IRC 1221 property dispositions		O.	Federally reported intangible income such as, but not limited to interest, dividends, and patent & copyright income. Excludes prizes, awards, lottery winnings, or other income associated with games of chance.	
C.	Taxes based on income (State)		P.	Amount of Federal Tax Credits to the extent they have reduced corresponding operating expenses	
D.	Taxes based on income (City)		Q.	Not previously deducted IRC Sec 179 Expense	
E.	Guaranteed payments or accruals to or for current or former partners or members		R	Partnership, S Corp, LLC charitable contributions	
F.	Federal deducted dividends, distributions, or amounts set aside for, credited to or distributed to REIT or RIC investors		S.	Other	
G.	Federally deducted amounts paid or accrued to or for qualified self-employed retirements plans, health insurance plans, and the insurance plans for owners or owner-employees of non-C corporation entities				
H.	Rental activities by partnership, S Corp, LLC, trusts				
I.	Other				
M. TOTAL ADDITONS (enter on Page 1, Line 2)			Z. TOTAL DEDUCTIONS (enter on Page 1, Line 3)		

SCHEDULE Y – BUSINESS ALLOCATION FORMULA

The Business Allocation Formula is to be used by taxpayers who have a place or places of business outside Sidney to determine the portion of the net profits attributed to that part of the business within the boundaries of Sidney. Businesses located wholly within the Sidney city limits must include copies of tax returns filed and paid in other cities in order to allocate less than 100% to Sidney.

		A. LOCATED EVERYWHERE	B. LOCATED IN SIDNEY	C. PERCENTAGE (B/A)
Step 1	Average original cost of real & tangible personal property	$	$	
	Gross annual rentals multiplied by 8	$	$	
	Total Step 1	$	$	%
Step 2	Gross receipts from sales and work or services	$	$	%
Step 3	Total qualifying wages, salaries, commissions and other compensation for all employees	$	$	%
Step 4			TOTAL PERCENTAGES	%
Step 5	AVERAGE PERCENTAGE (Divide total percentages by the number of percentages used.) Enter on page 1, Line 6			%

SCHEDULE Y-1 – RECONCILIATION TO FORM W-3, WITHHOLDING RECONCILIATION

Total wages allocated to Sidney (from Federal Return or allocation formula)	$
Total wages shown on Form W-3 (Withholding reconciliation)	$
Please explain any difference:	
Are any employees leased in the year covered by this return?	☐ Yes ☐ No
If yes, then provide name, address and FID number of the leasing company.	
Were 1099-MISC forms issued to area residents? If yes, attach copies to this return.	☐ Yes ☐ No

CITY OF SIDNEY BUSINESS RETURN INSTRUCTIONS

GENERAL TAX INFORMATION FOR 2009 BUSINESS RETURNS *

WHO MUST FILE:

- EVERY BUSINESS ENTITY conducting business in, performing services in, or deriving income (or loss) from activities in the City of Sidney
- ALL PASS-THROUGH ENTITIES (any class of entity the income or profits from which are given pass-through treatment under the Internal Revenue Code) (i.e. partnerships, corporations, s-corporations) shall be taxed at the hands of the entity.

This form is for use by business taxpayers (i.e. partnerships, corporations, s-corporations who file using their Federal Tax Identification, as opposed to a social security number) only. Individuals (filing under their social security number) must obtain the "Sidney Individual Return" from the Income Tax office or from the City's website at www.sidneyoh.com

WHEN TO FILE: Businesses that end their taxable year on December 31 must file their return on or before April 15, 2010. Fiscal year businesses must file by the 15th day of the fourth month following the end of the fiscal year.

REQUEST FOR EXTENSION OF TIME TO FILE: An extension of time to file may be granted upon filing a copy of your Federal extension form with the City of Sidney and paying the anticipated tax owed. Extension requests for calendar year businesses must be filed by April 15, 2010. Fiscal year businesses must file extension requests by the 15th day of the fourth month following the end of the fiscal year. **Sidney does *not* receive copies of federal extensions from the IRS.** The request **must be mailed by the due date of the return.** An extension request that is granted is for an extension of time to file is ***NOT*** an extension of time to pay. Late payment of tax owed will result in an assessment of penalty and interest.

ESTIMATED TAX PAYMENTS: Every business that anticipates taxable income subject to Sidney taxation and such income results in tax due shall file a declaration and pay estimated tax. The payments for calendar year-end filers are due on April 15, June 15, September 15, and December 15. Estimated payments for fiscal year businesses are due on the 15th day of the fourth, sixth, ninth and twelfth months after the beginning of the taxable year. Estimated tax forms are attached to this form or these may be found at the City's website www.sidneyoh.com. A declaration and payment of estimated tax which is less than 90% of the tax shown on the final return or 100% of the previous year's tax shall not be considered in good faith and the difference shall be subject to penalties and interest. See Line-by-Line Instructions for more details.

PENALTIES AND INTEREST: Filing your return late, paying your taxes late and/or not paying the appropriate estimated tax payments, if required, will subject you to penalties and interest. See Line-by-Line instructions for more details.

OHIO BUSINESS GATEWAY: Businesses may file extension requests, file their municipal income tax returns, pay estimated tax payments and pay their Sidney net profits income tax through the Ohio Business Gateway. See www.obg.ohio.gov for information.

ASSISTANCE – Sidney Revenue Collections staff will help taxpayers prepare the Sidney Income Tax Return. Taxpayers need to bring in copies of their Federal tax return, including all Federal Schedules. The Tax Office is located in City Hall at 201 W. Poplar St., Sidney. Phone (937)-498-8111. Fax (937) 498-8149. Email tax@sidneyoh.com

LINE-BY-LINE INSTRUCTIONS FOR 2009 BUSINESS RETURNS *

If this return is for a period other than the calendar year, insert the beginning and ending date of your fiscal year.

HEADING – Print your name, address, and any other DBA (doing business as) information. Check one of the business types. Enter your Federal Employer Identification Number. Provide a contact name and phone number. If the business has relocated during the tax year, indicate the date of relocation and the previous address.

LINE 1 – Enter amount of taxable income from your Federal form 1120, 1120S, 1065 or appropriate federal schedule. ATTACH COPIES OF ALL APPLICABLE FEDERAL FORMS.

LINES 2 & 3 – Use Schedule X (from page 2) to reconcile federal taxable income to Sidney taxable income. Schedule X adjustments should be included on Lines 2 and 3. Please be aware that you must adhere to Ohio Revised Code (ORC) 718.01, Adjusted Federal Taxable Income, when arriving at Sidney taxable income. This is a mandatory requirement.

LINE 4 – Combine amounts on Lines 2 and 3, and show the difference on Line 4. Show negative amounts in parentheses.

LINE 5 – Total taxable income plus or minus Schedule X adjustments. (Line 1 plus or minus Line 4)

LINE 6 – Amount allocable to Sidney (from Schedule Y computations). The Business Apportionment Formula, Schedule Y, is used to compute the portion of net profits allocable to Sidney when business is conducted both inside and outside of Sidney. A business apportionment formula consisting of the average property, gross receipts and wages paid may be used by business entities not required to pay tax on entire net profits by reason of doing business both inside and outside Sidney. Refer to ORC 718.02 for more detailed explanation on how you must arrive at this calculation. You may not choose to eliminate calculating a factor when that factor has bearing on the return (for example, sales both inside and outside must be used when there are indeed sales both inside and outside of Sidney).

These instructions do not replace or supersede the Sidney City Income Tax Ordinance, rules or regulations which are available at our website – www.sidneyoh.com

CITY OF SIDNEY BUSINESS RETURN INSTRUCTIONS

LINE 7 - Sidney Taxable Income: Line 5 multiplied by Line 6.

LINE 8 – Enter amount of Net Loss Carry Forward being applied to tax year 2009. Sidney permits net losses to be carried forward for up to 5 years. Attach a schedule with the appropriate calculation.

LINE 9 – Income Subject to Sidney Income Tax: Line 7 minus Line 8

LINE 10 - Sidney income tax: Multiply Line 9 by Sidney's tax rate of 1.5% (.015).

LINE 11A – Total estimated payments remitted for current year.
LINE 11B – Enter the credit being applied from tax year 2008.
LINE 11C – Add Lines 11A and 11B

LINE 12 – Tax Amount Due -- If Line 10 is greater than Line 11C, the difference should be entered here.

LINE 13 – Penalty & Interest – **LATE FILING FEE (new for 2009!)** - Any return filed after its due date (or extended due date, if applicable) will be subject to a $25 late filing fee if filed within 60 days after the due date. If filed more than 60 days late, the fee is $50. **LATE PAYMENT** - Taxes owed and unpaid after the due date are subject to a 1.5% penalty per month or fraction thereof (up to a maximum of 50% of the tax amount due) and 1.5% interest per month or fraction thereof. **UNDERESTIMATION** – You will be subject to underestimation penalty, if line 11C is less than 90% of Line 10 *UNLESS* line 11C is equal to or greater than 100% of your 2008 Sidney income tax amount. The underestimation penalty is 10% of the difference between 90% of the 2009 actual tax (line 10) and the amount credited for the year (line 11C).

LINE 14 – Balance Due for 2009 is the total of Line 12 and Line 13.

LINE 15 – Overpayment -- If Line 10 is less than Line 11C, the difference should be entered here. This amount will be transferred as a credit toward next year's tax unless you request a refund. No refund shall be made to any taxpayer until he or she has complied with all the provisions of the Ordinance and has furnished all information required by the Tax Administrator. Refunds are processed in order of receipt of the complete return. Typically, refund checks are mailed 90 days after April 15th or 90 days after the complete return is filed, *whichever is later.* Per Federal law, a Form 1099-G will be mailed to all recipients of refunds of $10.00 or more. Refunds are allowed only when Sidney income tax has actually been paid or withheld for Sidney.

DECLARATION OF ESTIMATED TAX FOR 2010:

Methods of calculating estimated tax due:

A. You may pay an amount equal to Sidney Income Tax for 2009 (line 10) (less any Sidney tax credits). By paying quarterly estimated tax payments totaling 100% of the 2009 Sidney Income Tax less credits carried forward, you will not be penalized for underpayment should your income be greater in 2010. (Known as "safe harbor").
B. If you know what your anticipated income will be for 2010, you can base your estimate on 90% of that anticipated income amount. Using that figure, you can determine an equal quarterly amount for remittance for each period.

Penalty for underestimation
If you have not paid in the lesser of (1) 90% of the current tax year's tax liability (through estimated payments or prior year overpayments) or (2) 100% of the prior year's tax liability, then the penalty for underestimation is 10% of the difference between 90% of the current year's actual tax (line 10) and the amount credited for the year (line 11C).

LINE 16 – Enter *either* the total estimated taxable income for 2010 *or* the actual tax liability for 2009 (if using the "safe harbor" method). This amount is then multiplied by 1.5% and entered on Line 12.

LINE 17 – Enter the amount of credit being applied to 2010 from Line 15 above.

LINE 18 – Balance of estimated Sidney Income Tax due. Line 16 minus Line 17.

LINE 19 – If using Method A "safe harbor" on line 16 above, then a minimum of 25% of Line 18 is due for the first quarter estimate. If using Method B on Line 16, then a minimum of 22.5% of Line 18 is due for the first quarter estimate. The estimated tax may be paid in full with this Declaration or in equal quarterly payments. Quarterly payments will not be billed. Coupons are included in this package or can be obtained on the City's website www.sidneyoh.com. The estimate may be amended at the time of making any quarterly payment. For calendar year businesses, quarterly payments are due on or before April 15, June 15, September 15, and December 15. For fiscal year businesses, quarterly payments are due on or before the 15th day of the fourth, sixth, ninth, and twelfth month after the beginning of the fiscal year. If the due date falls on a weekend or a City holiday, the due date will be the following business day. Any prior year credit carry-over will be included as current year estimated payment. Interest is assessed for failure to pay the tax when due. Interest at the rate of 1.5 % per month is assessed on any tax remaining unpaid after the due date. To avoid an underestimation penalty assessment, the amount paid (via estimates or prior year overpayments) must be within 90% of the actual amount owed for 2010 or 100% of the 2009 tax due.

LINE 20 – **TOTAL AMOUNT PAYABLE TO THE CITY OF SIDNEY**. The total of Line 14 and Line 19. This amount is due and payable to the City of Sidney prior to April 15, 2010 for calendar year businesses or the 15th day of the fourth month following the end of the fiscal year for fiscal year businesses. All check or money orders are to be made payable to the City of Sidney. Filing of returns and/or payment of Sidney income tax may also be done via the Ohio Business Gateway. See www.obg.ohio.gov for more information.

These instructions do not replace or supersede the Sidney City Income Tax Ordinance, rules or regulations which are available at our website – www.sidneyoh.com

CITY OF SIDNEY BUSINESS RETURN INSTRUCTIONS

SCHEDULE X – RECONCILIATION WITH FEDERAL INCOME TAX RETURN, AS REQUIRED BY ORC 718
This schedule is used to adjust your Federal net income to your Sidney taxable income. The left column is for items deductible on the Federal return, but not deductible under the Sidney ordinance.

LINE B - Add 5% of the amount deducted as intangible income, but not the portion of the intangible income related to the sale, exchange or disposition of property described in Section 1221 of the Internal Revenue Code IRC.

LINE F - In the case of a real estate investment trust or regulated investment company, add all dividends, distributions, or amounts set aside for the benefit of investors and allowed as a deduction in the computation of FTI.

LINE G - In the case of a taxpayer that is not a C corporation and is not an individual, the taxpayer shall compute Federal Taxable Income (FTI) as if the taxpayer were a C corporation and, in addition to the above adjustments, shall not be allowed a deduction for payments to a qualified self-employed retirement plan, payments for health or life insurance for an owner or owner-employee, or federal self-employment tax.

The right column is for items taxable on the Federal return, but not taxable by Sidney.

SCHEDULE Y – BUSINESS ALLOCATION FORMULA
A business allocation formula consisting of the average of property, gross receipts and wages paid, may be used by business entities not required to pay tax on entire net profits, by reason of doing business both within and without this municipality. However, if the books and records of the taxpayer disclose with reasonable accuracy the net profit attributable to this municipality, then only this portion shall be considered as having a taxable status in this municipality.

SPECIAL NOTE: - Sales and gross receipts in this municipality:
Step 2(b) means:
1 – All sales of tangible personal property which are shipped from this municipality to purchase outside this municipality regardless of where title passes, if the taxpayer is not (through his own employees) regularly engaging in the solicitation or promotion of sales at the place where delivery is made.
2 – All sales of tangible personal property which are delivered within this municipality regardless of where title passes, even though transported from a point outside this municipality, if the taxpayer is regularly engaging through its own employees in the solicitation or promotion.
3 – All sales of tangible personal property which are delivered within this municipality regardless of where the title passes, if shipped or delivered from a stock of goods within this municipality.

SCHEDULE Y-1 – RECONCILIATION TO FORM W-3, WITHHOLDING RECONCILIATION
Use this schedule to reconcile wages, salaries, etc., allocated to Sidney with total salaries, wages, etc., shown on W-3, Withholding Reconciliation.

These instructions do not replace or supersede the Sidney City Income Tax Ordinance, rules or regulations which are available at our website – www.sidneyoh.com

City of Sidney – 2010 Estimated Tax Payment (Business) – Second Quarter
Due June 15, 2010 for Calendar Year Filers
Due 15th Day of the 6th month of Taxpayer's Year for Fiscal Filers

Federal Employer Identification Number:

☐☐-☐☐☐☐☐☐☐

Payment Enclosed	$

Name

Address

City, State, Zip ☐ Check if address change

Calendar Year 2010 or Fiscal or Part Year, Month Beginning _____
And Month Ending _____

Make remittance payable to CITY OF SIDNEY,
REVENUE COLLECTIONS – INCOME TAX
201 W Poplar St
Sidney, OH 45365

For questions or assistance, please see our website www.sidneyoh.com, email tax@sidneyoh.com or call (937) 498-8111. FORM SQ-1
If receipt is desired, return this statement with a self-addressed stamped envelope. Do not remit cash by mail.

City of Sidney – 2010 Estimated Tax Payment (Business) –Third Quarter
Due September 15, 2010 for Calendar Year Filers
Due 15th Day of the 9th month of Taxpayer's Year for Fiscal Filers

Federal Employer Identification Number:

☐☐-☐☐☐☐☐☐☐

Payment Enclosed	$

Name

Address

City, State, Zip ☐ Check if address change

Calendar Year 2010 or Fiscal or Part Year, Month Beginning _____
And Month Ending _____

Make remittance payable to CITY OF SIDNEY,
REVENUE COLLECTIONS – INCOME TAX
201 W Poplar St
Sidney, OH 45365

For questions or assistance, please see our website www.sidneyoh.com, email tax@sidneyoh.com or call (937) 498-8111. FORM SQ-1
If receipt is desired, return this statement with a self-addressed stamped envelope. Do not remit cash by mail.

City of Sidney – 2010 Estimated Tax Payment (Business) – Fourth Quarter
Due December 15, 2010 for Calendar Year Filers
Due 15th Day of the 12th month of Taxpayer's Year for Fiscal Filers

Federal Employer Identification Number:

☐☐-☐☐☐☐☐☐☐

Payment Enclosed	$

Name

Address

City, State, Zip ☐ Check if address change

Calendar Year 2010 or Fiscal or Part Year, Month Beginning _____
And Month Ending _____

Make remittance payable to CITY OF SIDNEY,
REVENUE COLLECTIONS – INCOME TAX
201 W Poplar St
Sidney, OH 45365

For questions or assistance, please see our website www.sidneyoh.com, email tax@sidneyoh.com or call (937) 498-8111. FORM SQ-1
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