

GENERAL INFORMATION FOR BUSINESS ENTITIES

1. WHO MUST FILE

All business entities having gross receipts, employees or assets or performing services or in any other way conducting business within the City of Englewood whether or not any income was earned or any tax is due, are required to file an annual return.

All resident business entities including trusts, corporations, S-Corporations, joint ventures, partnerships and other businesses are required to file an annual return on an entity basis.

Non-resident business entities, including corporations, S-Corporations, joint ventures, partnerships and other businesses that conduct business, perform services, have a location or have income (or losses) in Englewood are required to file an annual return on an entity basis.

NOTE: Anyone receiving a notification letter has an active account and will need to file a return. All accounts remain in active status until a "final" return is filed.

2. DUE DATE

Returns are due by April 17, 2011, following the close of the calendar year; or within 3½ months of the end of the year for those businesses on a fiscal year basis.

3. EXTENSIONS

Extensions are not granted on an automatic basis.

An extension of time to file does not extend the time to pay the tax.

All extensions shall be conditioned upon the taxpayer filing a request, accompanied by payment of the amount of tax due, by the original due date of the return and the account not being held in a delinquent status.

Interest will be assessed on any tax remaining unpaid after the original due date. Additionally, there is not provision for extending the current year first quarter estimate payment.

Make written request for extensions on or before the due date. Extension request forms may be obtained from the tax office and our website: www.Englewood.oh.us.

4. SUPPORTING DOCUMENTS

Documentation is necessary to verify all amounts of taxable or nontaxable incomes, expenses, deductions and credits.

The following are examples (examples only, not all inclusive) of types of forms and schedules to attach as applicable: Form 1120, Form 1120-S, Form 1065, Schedules A, K and K-1, pages 1 & 2 of Form 4797 and all other supporting schedules and statements.

Those taxpayers claiming deductions for commissions paid, contract labor and the like must provide a schedule showing a breakdown of amounts paid, and how much of said work was in Englewood, the name to whom amounts were paid with addresses and social security numbers or federal identification numbers. Copies of Form 1099(s) may be sent in lieu of the schedule.

5. RENTALS

Net rental earnings from all types of real estate or other property or equipment are taxable if located within Englewood. An annual return is required even though a loss may have been incurred.

6. STATUS CHANGES

Taxpayers with name, address or other status changes or reorganizations must file those changes with the Income Tax Department within 30 days of the change.

7. AMENDED RETURNS

An amended return is necessary for any year in which an amended Federal return is filed or in which your Federal tax liability has changed. An amended return must be filed within 90 days of the filing date of any amended Federal return and must include a copy of the amended Federal return.

8. CONSOLIDATED RETURNS

The Income Tax Department will accept consolidated returns from property affiliated subsidiary corporations. The Income Tax Department may require or disallow the filing of a consolidated return when certain transactions, apportionments or other circumstances appear to distort the net profits allocable to Englewood.

9. DECLARATION OF ESTIMATED TAX

Every taxpayer who anticipated having income tax due of \$100.00 or more must file an annual declaration of estimated tax. At least 90% of the current year tax liability or 100% of the previous year liability must be paid by January 31st or 31 days after the end of the tax year. Failure to pay estimated taxes timely may result in a penalty and interest assessment. Quarterly coupons are available on our website: www.Englewood.oh.us.

10. OPERATING LOSSES

Under the provisions of the Income Tax Ordinance of Englewood there may be no carry-forward nor carry-back of operating losses.

11. LATE FILING FEE – PENALTIES AND INTEREST

When returns are filed after the due date by business entities required to file an annual Englewood return, a late filing fee of \$25.00 is assessed without regard for the amount of tax due. Late filing fees will be assessed even though no tax may be due.

12. VISA/MASTERCARD

City taxes may be paid with your credit card or electronic check.

13. ASSISTANCE

For assistance in preparing this return, or if you have any questions, please contact our office. We are located in the Englewood Municipal Building at 333 W National Road, Englewood, Ohio.

Office hours are 8:00 A.M. to 4:30 P.M. Monday through Friday.

Phone (937) 836-5106 or Fax (937) 771-2891 or visit our website at: www.Englewood.oh.us.

BUSINESS INCOME TAX RETURN INSTRUCTIONS

ATTN: This return is to be used by Business Entities Only (Corporations, S-Corporations, Partnerships and other businesses required to file on an entity basis.) Individual/Joint filers, including those filing a Schedule C should use the Individual Return. All supporting schedules from the Federal Tax Return must be attached to this return.

SECTION A

LINE 1

Enter applicable amount for the City of Englewood per the attached Federal return. Attach copies of Federal return and all applicable schedules, statements and other supporting documentation.

LINE 2

Enter amount, if any, from Schedule X, Line M.

LINE 3

Enter amount, if any, from Schedule X, Line Z.

LINE 4

The taxable income is Line 1 plus Line 2 less Line 3.

LINE 5

If the business entity is located within the city limits of Englewood then proceed to Line 6.

If the business is located outside the city limits of Englewood and allocated a portion of the earnings in Schedule Y to Englewood, multiply Step 5 percentage from Schedule Y by Line 4 to get the portion of earnings that is taxable to the city.

LINE 6

Multiply Line 5 by 1.75%.

LINE 7-A

Enter the total of any estimated taxes paid.

LINE 7-B

Enter amount of any prior year overpayments that have been carried forward.

LINE 7-C

Enter total of Line 7-A and Line 7-B.

LINE 8

Line 6 minus Line 7-C.

If Line 6 is greater than Line 7-C, a balance is due and payment must accompany this return. (If balance is less than \$5.00, no payment is necessary, but the return will still need to be filed.)

If Line 6 is less than Line 7-C, proceed to Line 11.

LINE 9

If your return is filed after the due date, a Late Filing Fee of \$25.00 may be added and a Penalty and Interest assessment will be made as applicable.

LINE 10

Enter the total of Line 8 and Line 9.

LINE 11

If Line 7-C is greater than Line 6, enter the amount to be refunded and/or the amount to be credited to your next year tax liability.

SECTION B

A Declaration of Estimated tax must be filed by every business entity that expects to receive taxable income that would result in tax due of \$100.00 or more. Coupons are available on our website: www.Englewood.oh.us for use in making quarterly estimated tax payments. Upon filing the final return, penalty and interest charges will be assessed if at least 90% of the final tax liability, or 100% of the prior year tax liability, was not received by January 31st.

LINE 12

Enter the estimated amount of taxable income where indicated and show the amount of tax estimated to be due.

LINE 13

Enter ¼ of Line 12. This is the quarterly amount due.

LINE 14

If you indicated a Credit to Next Year on Line 11-A, show the amount on Line 14. The overpayment will be applied to your first quarterly payment. If the overpayment is greater than the first quarterly payment, the difference will be applied to the next payments(s) due.

LINE 15

Subtract Line 14 from Line 13. This is the amount of estimated tax due with this return. (Coupons to be used for making the remaining quarterly payments are available at the Tax Office and on our website: www.Englewood.oh.us.)

LINE 16

Enter the total of Line 10 plus Line 15. Make checks payable to the City of Englewood.

SECTION X

On the reverse of Form BR-1, is for those partnerships, corporations and other business entities needing to reconcile items from their Federal return that are not taxable or not deductible for city purposes. The total of Line M should be used on Line 2 and the total of Line Z should be used on Line 3.

SECTION Y

On the reverse of Form BR-1 is a Business Apportionment Formula used to compute the portion of net profits allocable to Englewood. If the Business Apportionment Formula is used, the average percentage arrived at on Step 5 should be used to calculate the portion of income that is taxable to Englewood on Line 5.

SECTION Z

On the reverse of Form BR-1, is the reconciliation of the withholding tax.

LINE A

Enter the amount of wages from the Federal Return or the apportionment from Schedule Y on Step 3.

LINE B

Enter the amount of wages from the reconciliation of the withholding tax on Form W-3.

LINE C

If Line A and Line B do not match please give a detailed explanation of the reason for the difference.

ASSISTANCE: For free assistance in completing this return, or if you have any questions, please contact the Income Tax Department. We are located in the City of Englewood Municipal Building at 333 W National Road, Englewood, Ohio. Office hours are 8:00 A.M. to 4:30 P.M. Monday through Friday. Phone (937)836-5106 or visit our website at: www.Englewood.oh.us or email at tax@Englewood.oh.us.

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