

GENERAL INSTRUCTIONS FOR 2017 BUSINESS RETURNS *

WHO MUST FILE: IT IS MANDATORY THAT YOU FILE THIS RETURN, EVEN IF NO TAX IS DUE.

- EVERY BUSINESS ENTITY that conducts business within or for the City of Xenia. *This includes owners of rental property within the City of Xenia.*
- ALL PASS THROUGH ENTITIES (any class of entity the income or profits from which are given pass-through treatment under the Internal Revenue Code) shall be taxed at the hands of the entity, not the hands of the owners of the entity.

WHEN TO FILE: Businesses that end their taxable year on December 31 must file their return on or before April 17, 2018.

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: Timely filed Federal extensions must be attached to the return when filed to avoid late filing penalties. An extension to file is not an extension to pay. Tax balances are due by the original filing date to avoid non-payment penalty of 15%.

WHERE TO FILE: The return is to be filed with:

City of Xenia
Division of Income Tax
107 E Main Street
P O Box 490
Xenia, OH 45385-0490.

**This is a basic overview and does not replace or supersede the Xenia City Income Tax Rules and Regulations which are available at our website – www.eXploreXenia.com*

2018 ESTIMATED TAX PAYMENTS: Every company that anticipates any taxable income subject to Xenia taxation and such income results in tax due shall file a declaration and pay estimated tax. The payments for 2017 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 for the 2017 tax year are available at our website. 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.

*******THE TAX RATE FOR 2018 IS 2.25%*******

A COPY OF THE XENIA INCOME TAX RULES AND REGULATIONS IS AVAILABLE AT OUR WEBSITE – www.eXploreXenia.com

CONTACT INFORMATION:

Phone: (937)376-7248
Fax: (937)376-8914
Hours: 8:00 to 5:00 (Eastern Standard Time), M-F

PAYMENT INFORMATION:

- Mastercard/VISA/Discover credit cards are accepted via the Internet (use the links on the Pay Your Taxes page on our website). You will need your City of Xenia Income Tax Division account number to make a payment on the Internet.
- Checks should be made payable to the "City of Xenia"
- Cash, checks, money orders, Mastercard/VISA/Discover accepted at the A/R Division windows (8:00-5:00, M-F)
- Ohio Business Gateway (see below)

OHIO BUSINESS GATEWAY: Effective January 1, 2005, businesses may file extension requests and pay estimated tax payments through the Ohio Business Gateway. Beginning with tax year 2005, businesses may file and pay their municipal income tax returns through the Ohio Business Gateway. Visit www.obg.ohio.gov for information.

REMINDER: You must attach a copy of your timely filed extension to file request to your return to avoid late filing penalties.

An extension to file is not an extension to pay. Estimated tax liability should be paid when the extension request is submitted to avoid additional penalties and/or interest.

For additional information, please visit our website at www.eXploreXenia.com or contact us at 937-376-7248.

2017 – XENIA CITY BUSINESS INCOME TAX RETURN – 2017

107 E Main Street, PO Box 490, Xenia, OH 45385-0490

DUE ON OR BEFORE APRIL 17, 2018 OR BY THE 15TH DAY OF THE FOURTH MONTH FOLLOWING THE END OF THE FISCAL YEAR FISCAL YEAR BEGINNING _____ ENDING _____

LATE FILING OF THIS RETURN SUBJECTS YOU TO INTEREST AND A MINIMUM \$25.00 PENALTY

For Assistance – Call 937-376-7248 or visit our website – www.exploreXenia.com Make checks payable to City of Xenia

ENTER COMPLETE NAME AND ADDRESS INCLUDING ANY DBA (Doing Business As) INFORMATION

CHECK ONE:

- Corporation
Partnership
Other

FEDERAL ID NUMBER:

NATURE OF BUSINESS:

BUSINESS CONTACT NAME:

CONTACT PHONE NUMBER:

DID YOU FILE A XENIA CITY INCOME TAX RETURN FOR THE PREVIOUS YEAR? YES NO

IF YOUR BUSINESS MOVED DURING THE YEAR, YOU MUST COMPLETE LINES BELOW:

DATE OF MOVE:

PRESENT ADDRESS:

PREVIOUS ADDRESS:

THE 2017 TAX RATE IS 2.25%

IMPORTANT: All Federal Schedules (including "Statements") MUST be attached. Returns received without ALL completed schedules will be marked "INCOMPLETE" and returned to the taxpayer. AN "INCOMPLETE" RETURN IS NOT A FILED RETURN AND CAN CAUSE LATE CHARGES! YOU MUST OBTAIN A XENIA EXTENSION IF A FEDERAL EXTENSION HAS BEEN GRANTED. THIS EXTENSION MUST BE REQUESTED PRIOR TO FILING DUE DATE.

SECTION A

1. TOTAL INCOME PER ATTACHED FEDERAL RETURN
2. ADJUSTMENT FROM SCHEDULE X
3. TOTAL INCOME (LINE 1 PLUS OR MINUS LINE 2)
4. AMOUNT ALLOCABLE TO XENIA (if Schedule Y is used)
5. TAX DUE (LINE 4 MULTIPLIED BY 2.25% or .0225)
6A. 2016 ESTIMATED PAYMENTS
6B. CREDIT FROM PRIOR YEAR
6C. TOTAL TAX CREDITS (ADD 6A and 6B)
7. IF LINE 5 IS GREATER THAN LINE 6C ENTER BALANCE DUE
8. IF LINE 6C IS GREATER THAN LINE 5 ENTER OVERPAYMENT
9. PENALTY \$ INTEREST \$
10. BALANCE DUE (ADD LINES 7 AND 9) Payable to City of Xenia

Tax Office Use Only – Do not use this space

SECTION B – DECLARATION OF ESTIMATED TAXES FOR 2018

11. TOTAL ESTIMATED TAX FOR 2018 (2.25% MULTIPLIED BY XENIA TAXABLE INCOME)
12. LESS CREDITS (INCLUDING PRIOR YEAR CREDIT FROM LINE 8)
13. NET TAXES OWED
14. AMOUNT PAID WITH THIS DECLARATION (1/4 OF LINE 13)
15. TOTAL DUE (ADD LINES 10 AND 14)

SECTION C

The undersigned declares that this return (and the 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 of the Federal return is made which affects the tax liability shown on the return, an amended return will be filed within three months with the City of Xenia. If this return was prepared by a Tax Preparer, I am authorizing them to disclose information concerning this return to the Xenia Tax Office. YES NO

Signature of Person Preparing Return (if other than Taxpayer) Date Taxpayer's Signature Date

Phone Number of Person Preparing Return Taxpayer's Printed Name and Title

PAID PRE-REVIEWED BY ON REVIEWED BY ON FILE DATE

SECTION X – Reconciliation with Federal Income Tax Return

ITEMS NOT DEDUCTIBLE	ADD	ITEMS NOT TAXABLE	DEDUCT
A. Capital losses deducted (including IRC 1221 & 1231 property) DO NOT INCLUDE ordinary loss from Federal Form 4797.....	\$ _____	K. Capital gains from sale, exchange or other disposition (from Federal Schedule D). Includes IRC 1221 & 1231 property. DO NOT INCLUDE ordinary gain from Federal Form 4797.....	\$ _____
B. Expenses attributable to non-taxable income. MUST BE 5% of Line R).....	\$ _____	L. Interest earned or accrued.....	\$ _____
C. City & State income taxes & other taxes based on income.....	\$ _____	M. Dividends.....	\$ _____
D. Net operating loss deduction per Federal Return.....	\$ _____	N. Federal tax credit to the extent corresponding operating expenses have been reduced.....	\$ _____
E. Payments to partners (including former partners).....	\$ _____	O. Not previously deducted IRS Section 179 expense.....	\$ _____
F. Dividends, distributions, or amounts set aside for, credited to, or distributed to REIT or RIC investors.....	\$ _____	P. Partnership, S Corp, LLC charitable contributions.....	\$ _____
G. Qualified self-employed retirement, health and life insurance plans for owners of non-C Corp entities.....	\$ _____	Q. Other Deductions (explain).....	\$ _____
H. Rental activities by partnerships, S Corp, LLC or trusts....	\$ _____		
I. Other Expenses not deductible (explain).....	\$ _____		
J. TOTAL ADDITIONS.....	\$ _____	R. TOTAL DEDUCTIONS.....	\$ _____
1. ITEMS NOT DEDUCTIBLE (FROM LINE J).....			\$ _____
2. ITEMS NOT TAXABLE (FROM LINE R).....			\$ _____
3. SCHEDULE X ADJUSTMENT (LINE 1 MINUS LINE 2, ENTER ON LINE 2 ON FRONT, MAY BE POSITIVE OR NEGATIVE).....			\$ _____

SECTION Y – Business Allocation Formula

Use this schedule if engaged in business in more than one city and you do not have books and records which will disclose with reasonable accuracy what portion of the net profits is attributed to that part of the business done within the City of Xenia. **Businesses located wholly within the Xenia city limits must include copies of tax returns filed and paid in other cities in order to allocate less than 100% to Xenia.**

	A. LOCATED EVERYWHERE	B. LOCATED IN XENIA	C. PERCENTAGE (B/A)
Step 1. Average original cost of real and 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. Totals.....	\$ _____	\$ _____	_____ %
Step 5. AVERAGE PERCENTAGE (Divide total percentages by number of percentages used.)			%

Partner's Distributive Shares of Net Income (From Federal Schedules 1065K and 1099)

All partnerships required to file as entities must attach ALL of the federal schedules detailing the partners' distributive shares (Federal Schedule K and K-1).

Additional Information

DO YOU SUBCONTRACT LABOR TO PERFORM WORK IN XENIA? YES NO

If YES, copies of 1099s or a statement containing the same information must be submitted no later than February 28 of each year. Failure to provide this information can result in the disallowance of the deduction of subcontractor pay.

DO YOU HAVE EMPLOYEES WORKING IN XENIA? YES NO

If YES, copies of employee W-2 forms must be submitted no later than February 28 of each year.

TAX YEAR
2018

for office use only

DATE RECEIVED _____

PAYMENT TYPE _____

FILING PERIOD _____

AMT. REC'D \$ _____

FORM XQ-1 (B)

CITY OF XENIA
PO Box 490
Xenia, OH 45385-0490
937-376-7248

ESTIMATED TAX PAYMENT (Business)

2nd Quarter – Due on or before June 15, 2018 for calendar yr filers
or due 15th of sixth month of fiscal year

NOTE: TAX RATE FOR 2018 IS 2.25%

Payment Enclosed \$ _____

Federal ID Number

Taxpayer's Name & Address

TAX YEAR
2018

for office use only

DATE RECEIVED _____

PAYMENT TYPE _____

FILING PERIOD _____

AMT. REC'D \$ _____

FORM XQ-1 (B)

CITY OF XENIA
PO Box 490
Xenia, OH 45385-0490
937-376-7248

ESTIMATED TAX PAYMENT (Business)

3rd Quarter – Due on or before September 15, 2018 for calendar yr filers
or due 15th of ninth month of fiscal year

NOTE: TAX RATE FOR 2017 IS 2.25%

Payment Enclosed \$ _____

Federal ID Number

Taxpayer's Name & Address

TAX YEAR
2018

for office use only

DATE RECEIVED _____

PAYMENT TYPE _____

FILING PERIOD _____

AMT. REC'D \$ _____

FORM XQ-1 (B)

CITY OF XENIA
PO Box 490
Xenia, OH 45385-0490
937-376-7248

ESTIMATED TAX PAYMENT (Business)

4th Quarter – Due on or before December 15, 2018 for calendar yr filers
or due 15th of twelfth month of fiscal year

NOTE: TAX RATE FOR 2017 IS 2.25%

Payment Enclosed \$ _____

Federal ID Number

Taxpayer's Name & Address

ESTIMATED TAX FILING INSTRUCTIONS (BUSINESS)

WHO MUST FILE A DECLARATION:

EVERY BUSINESS ENTITY conducting activities or producing taxable income within or for the City of Xenia must make a declaration.

HOW TO FILE DECLARATION:

Declaration of estimated tax for the year can be made on the Xenia City Income Tax return or directly to the City of Xenia, Division of Taxation, 107 E Main Street, P O Box 490, Xenia OH 45385-0490. Use this form to file a declaration.

2018 PAYMENT OF ESTIMATED TAX:

The estimated tax or the first quarterly payment may be paid in full with the Income Tax Return, or must be paid quarterly on or before April 15, June 15, September 15 and December 15 for calendar year businesses or by the 15th of the fourth, sixth, ninth and twelfth months from the beginning of the fiscal year for fiscal businesses.

WHAT IS TAXABLE INCOME:

FOR RESIDENT BUSINESS OR PROFESSIONAL ENTITIES, whether sole-proprietorships, fiduciaries, estates or trusts, the term income shall be deemed to mean the net profits arising from the business activities wheresoever conducted.

VIOLATIONS:

Failure of a taxpayer to pay an estimate will cause the imposition of additional penalties. At least ninety percent (90%) of the tax liability must be paid by estimated payments by December 15th for calendar filers or the 15th of the last fiscal month of the fiscal year for fiscal filers, to avoid penalties.

2018 TAX RATE IS 2.25%

ESTIMATE FORMULA: Gross taxable income x 2.25% x 90% equals amount to be paid by December 15 of for calendar filers or the 15th of the last month of the fiscal year for fiscal filers. For example, for tax year 2018, 90% must be paid by December 15, 2018 (calendar filers) or by the 15th of the last fiscal month of the fiscal year (fiscal filers) to avoid penalty.

Please call the Tax Office at 937-376-7248 for further assistance in calculating estimated payments.

IMPORTANT

NINETY PERCENT (90%) OF YOUR XENIA CITY INCOME TAX MUST BE PAID BY December 15th FOR CALENDAR FILERS OR BY the 15th of the last month of the fiscal year FOR FISCAL FILERS. IF LESS THAN 90% HAS BEEN PAID BY THIS DATE, A PENALTY WILL BE ADDED AT THE TIME THE RETURN IS FILED - IN ACCORDANCE WITH THE XENIA INCOME TAX ORDINANCE.

ESTIMATED TAX WORKSHEET

(KEEP FOR YOUR RECORDS - DO NOT FILE)

1. Enter total estimated Xenia taxable income 1. \$ _____
2. Multiply Line 1 by 2.25% (.0225) and enter here..... 2. \$ _____
3. TAX CREDITS
 - a. Enter the overpayment (carry-over) from your previous year Xenia return, if any..... a. \$ _____
 - b. Enter other credits b. \$ _____
4. Enter your total credits. (Add lines 3 a. and 3 b.) 4. \$ _____
5. Net Estimated Tax Due (Subtract Line 4 from Line 2)..... 5. \$ _____
6. Enter ¼ of Line 5 here, as the quarterly estimated payment. (If this computation is for less than one year, divide Line 5 by the number of quarters remaining in the year.) 6. \$ _____

PAY THE FIRST ESTIMATED PAYMENT WITH YOUR TAX RETURN.