

2006 City of Dayton Form R Filing Instructions

Complete **Work Sheet** On Reverse Side of Tax Return Before Completing Section A

SECTION A: Total Taxable Income

- Line 1 Wages, Salaries, Tips, and Other Employee Compensation. Part year residents must pro-rate their income subject to City of Dayton income tax.
- Line 2 Other Taxable Income or Deductions. Please complete Section E and/or Schedule Y on reverse side of tax return.
- Line 3 Taxable Income Add Lines 1 through 3
- Pension Distributions, Tax Refunds, Interest, Dividends, Capital Gains (or losses), Unemployment Compensation, Alimony, and Active Duty Military Pay (now includes Most reserve pay), are not subject to city income tax calculations.**
- Line 4 Dayton Tax Due @ 2.25% of Line 3
- Line 5 Tax Credits Please complete Lines 5A through 5D as required
- Line 6 Total Credits Add Lines 5A through 5D
- Line 7 Balance of Tax Due Line 4 minus Line 6
- Line 8 Penalty and/or Interest
- Line 9 Amount Due: Make Check or Money Order payable to City of Dayton
- Line 10 Enter amount of overpayment you wish transferred to a specific tax year or enter amount of your overpayment you want refunded to you.

SECTION B: Declaration of Estimated Tax For Tax Year 2007

- Line 11 Estimated Income Subject to tax _____ @2.25%
- Line 12 Estimated Tax Withheld by your employer(s) located in and outside of the City of Dayton
- Line 13 Total Estimated Tax Due (Line 11 minus Line 12)
- Line 14 Credit From Prior Tax Year
- Line 15 Net Estimated Tax Due (Line 13 minus Line 14)
- Line 16 Estimated Tax Amount due for 2007 tax year is 22.5% of Line 15 (First Payment)
- Line 17 Total Amount Due Add Lines 9 and 16

SECTION C: VISA AND MASTER CARD PAYMENTS

Please provide all the information required. Failure to do so will result in your charge being rejected and your payments being considered delinquent

You must sign and date your return. If you are filing a joint return, your spouse must sign and date the return also.

The total amount due is payable at the time the return is filed. To speed processing place your account number on your check or money order.

Employee Refund Notice: If your refund is over \$50.00 due to over withholding by your employer in error only because you do not work or live in the City of Dayton, You cannot use this form. Go to our website at www.cityofdayton.org or contact our office at 937-333-3500 and request a REFUND REQUEST FORM AS-22

SECTION D: Retired and Taxpayers with NO TAXABLE INCOME

Please check appropriate explanation(s)

SECTION E: OTHER INCOME OR LOSS AND FORM 2106 EXPENSES

Complete this section if you received income or incurred a loss that is not recognized as salaries or wages. Copies of the Federal Income Tax Return and /or various applicable Federal Schedules are required to be included with your tax return.

- Schedule C-Profit (or Loss) from Business or Profession. If you had more than one business, you must attach a separate schedule for each. If your business was conducted in more than one city and you do not have actual records in each, complete Schedule Y.
- Schedule E-Income From Rents. Complete address for each property must be shown.
- Form 4797
- Form 1099 Misc
- Schedule K-1
- Form 2106 Unreimbursed Employee Business Expenses. Include IRS Form 2106, including a list of miscellaneous expenses claimed on line 4, and a copy of your Federal Schedule A with your return in claiming Un-reimbursed Employee Business expenses.

Dayton city resident only: List tax paid to another city on profits earned in another jurisdiction taxed and paid to another city (you must include copies of the tax return filed with another city. The tax credit cannot exceed the actual tax due that city on the same income.

SCHEDULE Y Allocation of Profits:

The non-resident individual business allocation percentage formula is to be used by any schedule C business, corporation, or partnership operating in different cities when actual records of the business in each city are not maintained.

Determine the ratio of each city portion:

1. Original cost of real property and tangible property owned, rented, or leased by the taxpayer for use in trade, or business. To determine the value of property rented and used in business, multiply the gross annual rents by 8.
2. Gross receipts from sales made and services performed, regardless of where made or performed.
3. Total payroll. List total payroll for all business activities.

Add the ratios obtained and divide by the number of ratios used. This represents your allocation percentage. A ratio is not to be excluded from the computation because it is allocated totally outside a city. To find the city's taxable income, multiply the business allocation percentage by the total net profit.