

GENERAL INFORMATION FOR FILING

* E-Filing and Online Payment Services available at <https://www.ci.celina.oh.us/city-government/taxes/>

1. TAX RATE/ DUE DATE:

- a. Celina: 1.5% (effective 1-1-2011 expires 12/31/2029)
- b. Your Celina tax return must be *Signed and dated, received or post marked by April 15, 2024, and submitted with copies of all tax documents attached.
Mail to: Celina Tax Administrator, 225 N Main St, P.O. Box 117, Celina, OH 45822
- c. Please make any change of address on tax return in space indicated.

2. WHO SHOULD FILE THIS RETURN:

- a. All residents 18 years or older are required to file a return with the tax office, whether or not an amount is due.
- b. Partial Year Residents
- c. Individuals, partnerships, corporations or other entities conducting business within this Municipality.
- d. Retired residents may be relieved of the annual filing requirements. Contact the tax office for information.
- e. College students may have annual filing requirements. Contact tax office for details at (419) 586-2594.

3. INCOME TAX IS LEVIED UPON THE FOLLOWING:

- a. On all income including: gross wages, salaries, commissions, other compensation earned, received or accrued including fees, bonuses, tips, officers compensation, royalties, employer supplemental unemployment benefits (sub pay), wage continuation plans, dismissal or severance pay, incentive payments, prizes, awards and property in lieu of cash. Your contribution to retirement plans, annuities or individual retirement plans and all other deferred compensation plans are taxable.
- b. On the net profits of all unincorporated businesses, partnerships, professions, rentals, farm income, cash income or other activities.
- c. Depreciation Recapture (IRS Form #4797).
- d. On all net profits of all corporations derived from work done or services performed or rendered and business or other activities.
- e. Any charitable, educational, fraternal or other type of non-profit association or organization enumerated in Section 718 of the Revised Code of Ohio which is not exempt from the payment of real estate taxes, is required to file returns and remit the taxes levied under the Income Tax Ordinance.
- f. Gambling Income: on all Income received as gambling winnings as reported on Internal Revenue Service form W2-G, form 5754 and/or any other form required by the IRS that reports such winnings from gambling, prizes, and lottery winnings.
- g. 1099 - Misc. Income

4. INCOME NOT TAXABLE:

- a. Interest and dividends, pensions, unemployment benefits from the state or federal government, social security, alimony.
- b. Military pay and allowances (including Ohio National Guard Reserve)
- c. Poor relief, annuities, worker's compensation, reimbursement/compensation for personal injuries (not including damages for loss of profit), proceeds from insurance.
- d. Individuals wages withheld upon, that did not attain 18th birthday during taxable year are eligible for refund (with required documentation).

5. NET LOSSES: Losses from Federal Schedules allocated to Celina may not be used to reduce wages, commissions, other compensations, or lottery/ gambling winnings. The portion of the net operating loss allocable to Celina may be applied against net profits of the succeeding year(s) allocable to Celina until exhausted, but in no event for more than five (5) years.

6. MUNICIPAL CREDITS:

- a. Credit Limit: Celina allows a one percent (1%) tax credit for wages taxed and that tax withheld which was paid to another city. Credit is not allowed for other city tax paid if that tax is being refunded.

7. 1099 MISC. Payments: Any person/employer required by the IRS to report on form 1099-MISC payments to individuals not treated as employees for services performed shall also report such payments to the municipality when services were performed in the Municipality. 1099-MISC must be submitted on or before February 28th of the year following the taxable year.

8. PENALTY & INTEREST: For failure to timely pay estimated or annual taxes due, and/or file annual return:

Penalty - 15% of tax amount not timely paid
Interest - .58% per month or fraction thereof
Late Filing Fee - \$25

9. WHO MUST MAKE A DECLARATION - a declaration of estimated tax (of \$200 or more) must be made by:

- a. Every taxpayer (resident and non-resident) who expects to receive any taxable income that is not subject to withholding tax must pay at least 90% of current tax year liability or match 100% of previous tax year liability.
- b. Payments of Estimated Tax - The declarations for a calendar year may be paid in full with the 1st declaration or in equal installments on the following due dates:
 - a. April 15th
 - b. June 15th
 - c. September 15th
 - d. January 15th

- c. Violations-See Section #8 Penalty & Interest

10. The failure of any employer or person to receive or procure a return, declaration or other required form shall not excuse him/her from making any information return, return or declaration, from filing such form, or from paying or withholding or remitting the tax.

11. BUSINESS RETURNS ONLY - Local independent contracts and non-employee expenditures claimed on the Celina Income Tax Return must have copies of 1099MISC Returns attached or a fully written explanation submitted before the expense will be allowed as a deduction.

12. EXTENSIONS - A copy of the Federal Extension must be attached to the Celina return. If an extension is not timely filed and submitted applicable late filing charges will apply.

The granting of an extension for filing a Municipal Income Tax Return does not extend the due date for payment of tax due.

13. Legible copies of W-2, 1099-M, W-2G, 5754, Federal 1040 (pg 1), Federal Schedules and statements must be attached to your return. A return will not be considered "Filed" unless the above mentioned items are included and tax return is signed.

* See city website for additional information. Income Tax FAQ and Printable forms <https://www.ci.celina.oh.us/city-government/taxes/>