



Village of Coldwater  
610 West Sycamore Street  
Coldwater, OH 45828  
Ph: (419) 678-2685  
Fax: (419) 678-2365  
www.villageofcoldwater.com

**VILLAGE OF COLDWATER**  
**INCOME TAX RETURN**  
For calendar year  
**2021**  
**DUE BY APRIL 18, 2022**

Residency Status (check one)  
 Resident  Non-Resident  
 Partial Year Resident  
From \_\_\_\_\_ To \_\_\_\_\_  
 Final Return

Taxpayer's Name and Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Social Security # \_\_\_\_\_

Social Security # \_\_\_\_\_

Federal ID # \_\_\_\_\_

Email \_\_\_\_\_

**1. REQUIRED ATTACHMENTS: ALL W-2s, FORM 1040, ALL REFERENCED SCHEDULES**

Employer's Name	City Where Employed	Coldwater Tax Withheld	Other City Tax Withheld Cannot exceed 1%	Medicare Wages Box 5 on W-2
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
<b>TOTAL</b>		<b>1a.</b>	<b>1b.</b>	<b>1c.</b>

IF NO OTHER INCOME, COMPUTE YOUR TAX ON LINE 3

2. Other Taxable Income (Total of Schedules C, E & H from Page 2 - must be attached)	2. \$ _____
3. Total Taxable Income (Column 1c plus Line 2)	3. \$ _____
4. Coldwater Income Tax - 1% of Line 3	4. \$ _____
5. Credits	
5a. Coldwater Tax Withheld (Column 1a above)	5a. \$ _____
5b. Estimated Tax Paid	5b. \$ _____
5c. Credit from Prior Years	5c. \$ _____
5d. Other City Tax Withheld (Column 1b above)	5d. \$ _____
5e. TOTAL CREDITS	5e. \$ _____
6. Tax Due (Subtract Line 5e from Line 4)	6. \$ _____

**IF FILED AND/OR PAID AFTER APRIL 18 COMPLETE NO. 7**

7. Late Filing Fee, Penalty & Interest	
7a. Late Filing Fee (\$25.00 per month up to \$150.00) if past April 18	7a. \$ _____
7b. Penalty (15% of Line 6) if past April 18	7b. \$ _____
7c. Interest (0.42% per month of Line 6) if past April 18	7c. \$ _____
7d. TOTAL LATE FILING FEE, PENALTY & INTEREST	7d. \$ _____
8. TOTAL AMOUNT DUE (Line 6 plus Line 7d) (Make check payable to VILLAGE OF COLDWATER)	8. \$ _____

NOTE: Refund or tax due of less than \$10.01 are not payable.

9. Overpayment	9a. Refund \$ _____	9b. Credit to Next Year \$ _____
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**DECLARATION OF ESTIMATED TAX FOR YEAR 2022**

10. Income subject to 1% city tax which is not fully withheld \$ _____ x rate of 1%	10. \$ _____
11. Credit: Overpayment from prior year (Line 9b above)	11. \$ _____
12. Net city tax due (Subtract Line 11 from Line 10) (if \$200.00 or less, no estimate required)	12. \$ _____
13. Amount paid with this declaration (at least 22.5% of Line 12)	13. \$ _____
14. Amount due from Line 8	14. \$ _____
15. Amount due from Line 13	15. \$ _____
16. Total amount due April 18 or 105 days after fiscal year end (Line 14 plus Line 15)	16. \$ _____

(Make check payable to VILLAGE OF COLDWATER)

I am not required to complete this tax return because:

- |   |   |
|---|---|
| <input type="checkbox"/> Under 18 years of age, list birth date _____ | <input type="checkbox"/> Taxpayer deceased, list date of death _____  |
| <input type="checkbox"/> Total/permanent disability                   | <input type="checkbox"/> Only income from non-taxable source, list source _____   |
| <input type="checkbox"/> Retirement income only                       | <input type="checkbox"/> Moved out prior to 1/1/21, list date of move _____   |
| <input type="checkbox"/> Business terminated, list date _____         | <input type="checkbox"/> Rental property subject to village tax was sold, list date _____<br>list whom it was sold to _____ |

The undersigned declared that this return (and accompanying schedules) is a true, correct and complete return for the taxable period stated.

If this return was prepared by a tax professional, may we contact them directly?  Yes  No

Signature of Taxpayer \_\_\_\_\_

Date \_\_\_\_\_

Tax Preparer \_\_\_\_\_

Date \_\_\_\_\_

Signature of Spouse \_\_\_\_\_

Date \_\_\_\_\_

Telephone Number \_\_\_\_\_

**SCHEDULE C - BUSINESS INCOME**

1. ATTACH COPIES OF FEDERAL SCHEDULES (ENTER TOTAL INCOME FROM SCHEDULES)	\$
2. A. ITEMS NOT DEDUCTIBLE (FROM LINE M SCHEDULE X)	\$
B. ITEMS NOT TAXABLE (FROM LINE Z SCHEDULE X)	\$
C. DIFFERENCE BETWEEN LINES 2A AND 2B TO BE ADDED TO OR SUBTRACTED FROM LINE 1	\$
3. A. ADJUSTED INCOME (LINE 1 PLUS OR MINUS 2C IF SCHEDULE X IS USED)	\$
B. AMOUNT OF LINE 3A ALLOCABLE TO THIS CITY _____ % (FROM SCHEDULE Y)	\$
4. NET OPERATING LOSS FROM PRIOR YEARS, IF ALLOWED	\$
5. NET BUSINESS INCOME	\$

**SCHEDULE E - INCOME FROM RENTS (ATTACH STATEMENT EXPLAINING COLUMNS 3, 4 AND 5)**

1. KIND & LOCATION OF PROPERTY	2. RENT AMOUNT	3. DEPRECIATION	4. REPAIRS	5. OTHER EXPENSES	6. NET INCOME (OR LOSS)
					\$
					\$
					\$
					\$
					\$
TOTAL NET INCOME (OR LOSS) SCHEDULE E					\$

**SCHEDULE H - OTHER INCOME NOT INCLUDED ON SCHEDULE E FROM PARTNERSHIPS, S CORPORATIONS, ESTATES, TRUSTS, FEES, ETC.**

RECEIVED FROM	FOR (DESCRIBE)	AMOUNT
		\$
		\$
		\$
		\$
TOTAL INCOME SCHEDULE H		\$
ADD TOTALS OF SCHEDULES C, E & H. ENTER HERE AND ON LINE 2, PAGE 1		\$

**SCHEDULE X - RECONCILIATION WITH FEDERAL INCOME TAX RETURN (ATTACH SUPPORTING SCHEDULES)**

ITEMS NOT DEDUCTIBLE	ADD	ITEMS NOT TAXABLE	DEDUCT
A. CAPITAL LOSSES - EXCLUDING ORDINARY LOSSES (IRC 1221 OR 1231 PROPERTY DISPOSITIONS)	\$	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, PATENT AND COPYRIGHT INCOME	\$
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 SECTION 179 EXPENSES	\$
E. GUARANTEED PAYMENTS OR ACCRUALS TO OR FOR CURRENT OR FORMER PARTNERS OR MEMBERS	\$	R. PARTNERSHIP, S CORP, LLC CHARITABLE CONTRIBUTIONS	\$
F. FEDERALLY 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 RETIREMENT PLANS, HEALTH AND LIFE INSURANCE PLANS FOR OWNERS OR OWNER-EMPLOYEES NON C CORP ENTITIES	\$	Z. TOTAL LINES N THROUGH S (CARRY TO LINE 2B)	\$
H. RENTAL ACTIVITIES BY PARTNERSHIPS, S CORP, LLC, TRUSTS	\$		
I. OTHER	\$		
M. TOTAL LINES A THROUGH I (CARRY TO LINE 2A)	\$		

**SCHEDULE Y - BUSINESS APPORTIONMENT FORMULA**

	A. LOCATED EVERYWHERE	B. LOCATED IN THIS CITY	C. PERCENTAGE (B ÷ A)
STEP 1. ORIGINAL COST OF REAL & TANGIBLE PERSONAL PROPERTY	\$	\$	
GROSS ANNUAL RENTALS PAID MULTIPLIED BY 8	\$	\$	
TOTAL STEP 1	\$	\$	%
STEP 2. GROSS RECEIPTS FROM SALES MADE AND/OR WORK OR SERVICES PERFORMED	\$	\$	%
STEP 3. WAGES, SALARIES AND OTHER COMPENSATION PAID	\$	\$	%
STEP 4. TOTAL OF PERCENTAGES			%
STEP 5. AVERAGE PERCENTAGE			%

ENTER HERE AND ON LINE 3B, SCHEDULE C ABOVE.....DIVIDE TOTAL PERCENTAGES BY NUMBER OF PERCENTAGES USED.....CARRY TO LINE 3B

**VILLAGE OF COLDWATER 2021 INCOME TAX RETURN**

**DUE APRIL 18, 2022**

**FILING REQUIRED, EVEN IF NO TAX IS DUE**

**PENALTY AND INTEREST WILL BE ASSESSED FOR REFUSAL TO COMPLY**

**PLEASE PROVIDE A COPY OF YOUR FEDERAL EXTENSION  
ON OR BEFORE APRIL 18, 2022, IF APPLICABLE**



**MAILING:**

Mail your final return complete  
with W2s, 1040, and/or  
appropriate Federal Schedules

**TO:**

Village of Coldwater Income Tax  
610 West Sycamore Street  
Coldwater, OH 45828

**ASSISTANCE:**

For questions not answered in the  
General Instructions or help in filing  
please call (419) 678-2685 or stop  
in the office between the hours of  
8 am to 5 pm Monday thru Thursday,  
or 8 am to 4 pm on Friday, or visit  
our web site at [www.villageofcoldwater.com](http://www.villageofcoldwater.com)  
Fax: (419) 678-2365  
Email: [TaxDept@villageofcoldwater.com](mailto:TaxDept@villageofcoldwater.com)

## GENERAL INSTRUCTIONS

1. **WHO SHOULD FILE THIS RETURN:** All Coldwater residents, 18 years of age and older, regardless of taxable income, are required to file. Part year residents are required to file a return on wages earned while living in Coldwater. Please note that if wages are pro-rated, credit for tax withheld must also be pro-rated. Also, all individuals, partnerships, corporations or other entities that performed work or business in Coldwater are required to file.
2. **WHEN AND WHERE TO FILE RETURN:** The filing deadline is no later than April 18 following the close of the tax year. All wage earners must file on a calendar year basis. Fiscal year taxpayers must file on or before the 105th day following the close of the fiscal year. A return is considered timely filed when received by the Village of Coldwater on April 18 or earlier. A return that is mailed must be postmarked April 18 or earlier. Returns are filed with the Village of Coldwater Income Tax Department, 610 West Sycamore Street, Coldwater, Ohio 45828.
3. **EXTENSION OF TIME TO FILE:** An extension must be filed on or before the original due date of the return, must be in writing, and for a period not to exceed 6 months or not more than 30 days beyond any extension requested and granted by the IRS. A copy of the Federal Extension form is acceptable.
4. **INCOME SUBJECT TO TAX:** Income subject to taxation includes, but is not limited to the following:
  - A. All salaries and wages (reported in Box 5 of your W-2 as Medicare wages), commissions, tips, director's fees, executor fees, sick pay, severance pay, bonuses, deferred compensation, incentive payments, strike pay, wage continuation plans, income received as a result of a covenant not to compete, supplemental unemployment benefits, vacation pay, lottery winnings, compensation received by residents of the Village of Coldwater, regardless of where earned, income received from the exercise of stock options. This includes ordinary gains from the sale of business property as reported on Form 4797.
  - B. The net profits of all unincorporated business, partnerships, professions, rentals, farm income or other activities conducted by residents of the Village of Coldwater regardless of where earned.
  - C. The net profits of all corporations derived from work done or services performed or rendered in the Village of Coldwater.
  - D. Employee business expenses that have been properly reported on Federal Form 2106 and that have been deducted from Federal tax purposes may be included as an adjustment to taxable income if that total of such expenses does not exceed the related income from the same employer. When income is pro-rated, employee business expenses relating to that income must also be pro-rated. Employee business expenses related to income earned in another taxing municipality may be eligible for a refund from that city. When claiming a deduction for employee business expenses, a copy of Form 2106 and Federal Schedule A must be filed with the income tax return.
5. **INCOME NOT TAXABLE:** Dividends, interest, military pay and allowances (including Ohio National Guard Reserve), pensions, annuities, alimony, Social Security, Medicare, welfare benefits, unemployment benefits, lump sum distributions, disability income, capital gains, and Section 125 (cafeteria plans) contributions.
6. Losses from Federal Schedules may NOT be used to reduce wages. The portion of a net operating loss sustained for a tax year allocable to the Village of Coldwater may be applied against the portion of the profit of the succeeding year(s) allocable to the Village of Coldwater until exhausted, but in no event for more than five (5) years.
7. **TAX CREDIT:** Credit for municipal tax withheld or paid to other communities is given, not to exceed 1%.
8. **CITY vs. FEDERAL RETURNS:** Exemptions and certain itemized deductions as available on individual federal returns are NOT DEDUCTIBLE on city returns. Items not deductible: moving expense, tax sheltered annuity, IRA or Keogh contributions, capital losses, alimony expense, expenses applicable to non-taxable income.
9. **PENALTY AND INTEREST:** Penalty and interest are assessed for failure to file a return and/or pay the tax when due.
10. **DECLARATION:** A declaration is required to be filed when a taxpayer anticipates taxable income that is not subject to 1% withholding. If estimated tax is \$200.00 or less, no declaration is necessary. A declaration must be filed on or before April 18. Fiscal year taxpayers must file within 105 days after the beginning of each fiscal year. For individual filers, payment of the estimated tax is due on or before the fourth, sixth, ninth and thirteenth months after the beginning of the taxable year. For non-individual filers, payment of the estimated tax is due on or before the fourth, sixth, ninth, and twelfth months after the beginning of the taxable year. The first quarter voucher is on the bottom of the tax return. The remaining vouchers will be mailed on a quarterly basis.

## INSTRUCTIONS FOR COMPLETING CITY TAX RETURN

- |   |  |
|---|--|
| <p><b>Line 1</b> List each W-2 separately entering employer's name, city where work performed, amount of Coldwater tax withheld, credit for other city tax withheld (see Line 5d below), and wage amount from Box 5 of the W-2 (Medicare wage). If your W-2s and earnings summaries are marked "various" or "all cities" in the local tax withheld box, please request an itemized breakdown by city from your employers and attach this to your return. Total each column.</p> <p><b>Line 2</b> If W-2 income only, proceed to Line 3. If earnings are other than W-2 wages, enter the total of all Other Income from Page 2. Attach all appropriate Federal Schedules.</p> <p><b>Line 3</b> Total of Column 1c and 2.</p> <p><b>Line 4</b> Multiply the amount on Line 3 by 1% (0.01).</p> <p><b>Line 5</b> Credits</p> <ol style="list-style-type: none"><li>a. Enter total Coldwater tax withheld (from Column 1a)</li><li>b. Enter estimated tax paid</li><li>c. Enter credit from prior years</li><li>d. If your income was earned in a city with a tax rate greater than 1%, multiply your wage amount by 1% - this is the amount you will receive as a credit.</li><li>e. Add Lines a through d.</li></ol> <p><b>Line 6</b> Subtract Line 5e from Line 4. This is tax due. If overpayment, enter amount on Line 9. NOTE: Refunds or tax due of less than \$10.01 are not payable.</p> | <p><b>Line 7</b> Complete only if return is being filed and/or paid after April 18 (or appropriate fiscal year end). Penalty and interest are figured on the net tax due.</p> <p><b>Line 8</b> Line 6 plus Line 7d. Make check payable to VILLAGE OF COLDWATER.</p> <p><b>Line 9</b> Refund or credit from Line 6.</p> <p style="text-align: center;"><b>TAXPAYERS WHO ARE NOT FULLY WITHHELD MUST CONTINUE ON TO LINE 10.</b></p> <p><b>Line 10</b> List estimated income subject to taxation which is not fully withheld by employer and/or is reported on Line 2. Multiply this figure by 1% which is your estimated tax.</p> <p><b>Line 11</b> Enter credit from prior year (Line 9b).</p> <p><b>Line 12</b> Calculate net city tax due (if \$200.00 or less, no estimate required).</p> <p><b>Line 13</b> Enter amount paid with return (at least 22.5% of Line 12).</p> <p><b>Line 14</b> Enter amount due from Line 8.</p> <p><b>Line 15</b> Enter amount from Line 13.</p> <p><b>Line 16</b> Total Lines 14 and 15. Make check payable to: VILLAGE OF COLDWATER.</p> <p><b>Sign and date return.</b> Mail return and payment prior to April 18 to avoid late filing fee/penalty.</p> |
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