

# 2004 FILING INSTRUCTIONS & EXEMPTION FORM

HICKSVILLE INCOME TAX

website: [www.defnet.com/~hix/](http://www.defnet.com/~hix/)

phone 419-542-8621 fax 419-542-2018

## \*FILING DATE:

Your return must be filed and taxes due paid by **April 15**.

Fiscal year returns are due by the 15th of the 4th month following the end of the fiscal year.

## \*REMITTANCE:

Make your remittance payable to the Village of Hicksville and mail to:

Village of Hicksville  
Dept. of Taxation  
111 South Main Street  
Hicksville, Ohio 43526

**\*DO NOT FAIL TO SIGN** your return before submitting it to the income tax office. Unsigned returns will be considered not filed.

## **\*FAILURE TO FILE A RETURN WILL RESULT IN LEGAL ACTION**

**1. HICKSVILLE TAX RATE IS 1% OF THE MEDICARE WAGE AMOUNT LISTED IN BOX 5 OF YOUR W-2s.** (Medicare exempt employees contact the office.)

## **2. HICKSVILLE INCOME TAX IS LEVIED UPON THE FOLLOWING:**

A) On all salaries, wages, commissions, sub pay, vacation pay, sick pay, jury duty, and other compensation such as bonuses, incentive payment, directors fees, tips, lotteries, contest prizes and awards, dismissal or severance pay, wage continuation plans and other compensation earned, received or accrued by residents of the Village of Hicksville or received by non-residents of the Village of Hicksville for work done or services performed or rendered in the Village of Hicksville.

B) Hicksville tax rate is 1% of the net profits on all unincorporated businesses, partnerships, professions, rentals, farm income, or other activities conducted by residents of the Village of Hicksville or conducted in the Village by non-residents of the Village of Hicksville.

C) Hicksville tax rate is 1% of the net profits of all corporations doing business in Hicksville, whether domestic or foreign and whether domiciled in Hicksville or elsewhere.

**\*ALL HICKSVILLE RESIDENTS 18 YEARS OF AGE AND OLDER ARE REQUIRED BY LAW TO REGISTER AND FILE AN INCOME TAX RETURN** with the following exceptions:

1. Residents who only have income from
  - A. Social Security
  - B. retirement payments (pension)
  - C. permanent disability payments

2. Residents who are full time college students at the end of the calendar year.

## **SEE EXEMPTION FROM FILING FORM**

**\*LEGIBLE COPIES OF EACH W-2, MISCELLANEOUS 1099** and/or appropriate schedules must be attached to your return.

## **3. INCOME NOT TAXABLE:**

- A) Poor relief, unemployment compensation, pensions, Social Security, disability, strike pay, Peace Corps and military pay, workman's compensation, gains from involuntary conversions, income of full time college students.
- B) Interest and dividends from intangible property.

\*Monies that are withheld from an employees wages and placed in any retirement accounts are **fully taxable** on the local level.

\*Hicksville allows a tax credit for taxes withheld and/or paid to another city or village up to and including Hicksville's maximum rate of 1% only.

\*Residents of Village are required to file a return even if taxes are entirely withheld by an employer.

\* Any person who fails to timely file any tax return by the due date of April 15, shall be charged a penalty of \$25.00, unless a request for extension is submitted to our office prior to due date of return.

\*If employer does not withhold tax it is necessary to declare an estimate for current year and pay the first quarterly payment when the return is filed. Your estimate must equal last year taxes or 90% of current year's taxes less any credits or withholding. A penalty of \$25.00 plus accrued penalty and interest will be assessed if this is not done.

\*No payment is necessary if tax due is less than \$5.00.

\*No refund is given if less than \$5.00.

# EXEMPTION FROM FILING FORM

Name: \_\_\_\_\_ Social Security: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

If spouse's name is listed on enclosed tax form he/she must file unless spouse is also exempt from filing.

Spouse: \_\_\_\_\_ Social Security: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Please note the reason you or your spouse are exempt from filing Village of Hicksville Income Tax.

Self      Spouse

Active Military or Peace Corps only income  
as of \_\_\_\_/\_\_\_\_/\_\_\_\_

Under 18 at the end of the year  
Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Full time college student at the end of the year.  
Graduating \_\_\_\_/\_\_\_\_/\_\_\_\_

Only income from Social Security and/or pension  
as of \_\_\_\_/\_\_\_\_/\_\_\_\_

Only income from Permanent Disability  
as of \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date