

# LINE BY LINE INSTRUCTIONS:



VILLAGE OF NEW LEBANON  
INCOME TAX DEPARTMENT  
198 S CLAYTON RD  
NEW LEBANON, OH 45345

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**Line 1** – Total qualifying wages (typically Box 5). Attach complete copies of all W2's. Some W2 copies do not include figures in all of these boxes so multiple copies may be needed.

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**Line 2** – Other Taxable Income / **You cannot take a loss off of qualifying wages**

- A.) All residents engaged in a sole proprietorship regardless of location should report their Schedule C net income or loss and attach a copy of all pages of their Federal Schedule C.
  - B.) Rental Income located in the Village of New Lebanon. Residents report all rental income regardless of location.
  - C.) 1099-Misc, gambling or lottery winnings etc.
  - D.) Total other taxable income
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**Line 3** – Taxable income (line 1 plus line 2D)

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**Line 4** – Tax due 1% of line 3

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**Line 5** – Credits

- A.) New Lebanon tax withheld by employer(s)
  - B.) Estimated tax payments or overpayment from last year
  - C.) Total credits allowable
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**Line 6** – Amount of tax due if Line 4 is greater than Line 5C

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**Line 7** – Penalty and interest

- A.) Underpayment penalty is 15% on the difference between 90% of the actual tax due for the year and the amount withheld and/or estimated payments (unless 100% of the prior year tax was paid)  
Underpayment Penalty Example:  
Tax due \$1,000.00 x 90% = ..... \$ 900.00  
Less withholding ..... (200.00)  
Less estimated payments..... (200.00)  
Underpaid amount..... 500.00  
Penalty x 15% ..... \$ 75.00
  - B.) Late payment penalty and interest is on taxes paid after April 15th including extended returns. Penalty is 15% of the amount not timely paid and interest is the Federal short term rate (7% for 2022 or 0.600% per month)
  - C.) Late file penalty if your return is submitted after April 15th or the fiscal due date. The penalty is \$25.00 per month not to exceed \$150.00, unless extension filed.
  - D.) Total penalties and interest
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**Line 8** – Amount payable to Village of New Lebanon Income Tax (Line 6 plus 7D)

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**Line 9** – Overpayment / check refund or credit to next year declaration box

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**\*\* YOU MUST DECLARE ESTIMATED TAX FOR 2023 \*\***

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**Line 1** – Total income subject to New Lebanon tax

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**Line 2** – Tax due x 1%

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**Line 3** – Less New Lebanon tax withheld by employer

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**Line 4** – Net tax declared

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**Line 5** – Amount due with this return (not less than ¼ of line 4)

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**Line 6** – Less overpayment from previous year

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**Line 7** – Amount paid with this declaration

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**Line 8** – Balance of estimated tax

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# GENERAL INFORMATION



VILLAGE OF NEW LEBANON  
INCOME TAX DEPARTMENT  
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NEW LEBANON, OH 45345

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<b>WHO MUST FILE:</b>	All residents of the Village of New Lebanon 16 years of age or older living in the Village of New Lebanon (including part year residents) having taxable income. A return is required even if tax is fully withheld. If no taxable income please indicate zero income. If you are fully retired and age 72 check the box on the return and you will be exempt from filing. Non-residents who receive salary, wages, commissions and other earned income for work done or services performed or rendered within the Village. Non-residents who own rental property within the Village.
<b>DUE DATE:</b>	Calendar year filers: April 15, 2023. Fiscal year filers: by the 15th day of the 4th month following close of fiscal year. A late file penalty will be assessed if the return is filed after the due date. If you file an extension, a copy of the federal extension must be attached when filing. An extension to file does not extend the time to pay your tax. Penalty and interest will apply.
<b>DOCUMENTATION:</b>	All income, credits and deductions must be substantiated by copies of W2's, federal schedules (e.g. Schedule C, Schedule E and Schedule K-1, federal form 1040 and Schedule 1) <b>Tax return will be considered incomplete and returned without processing if documentation not attached.</b>
<b>FILING STATUS:</b>	Joint or separate returns are permissible for married taxpayers. The tax due is generally the same regardless of filing status.
<b>TAXABLE INCOME:</b>	Salaries, wages, commissions, bonuses, incentive payments, director's fees, tips, severance pay, vacation pay, gambling and lottery winnings, net profits from partnerships, sole proprietorships, incorporated business entities, rental and farm income and any other ordinary income.
<b>NON-TAXABLE INCOME:</b>	Interest, dividends, worker's compensation, unemployment compensation, child support, alimony to recipient, IRA or 401K distributions, retirement pensions, annuities, active military and reserve pay, social security, third party sick pay, and election poll worker wages.
<b>REFUNDS:</b>	Are allowed only when the Village has actually been paid or tax withheld.
<b>MISCELLANEOUS:</b>	Amounts of less than \$10.00 shall not be refunded or collected. If the tax owed was over \$10.00 and the balance due is less than \$10.00 you owe the tax due. <b>We do not give credit for tax paid to other municipalities.</b>
<b>FULLY WITHHELD:</b>	If your taxes are fully withheld, you may simply attach your W2's to the form without computations and submit to the tax department.
<b>NET OPERATING LOSS:</b>	For taxable years beginning on or after January 1, 2017 a net operating loss shall be carried forward for a period of five (5) years, subject to the limitations described in IRC 718.01(D)(3). Usage is restricted to 50% per year during tax years 2018 through 2022.
<b>DECLARATIONS:</b>	Every person who anticipates a net tax liability of at least \$200 is required under Ohio law to make estimated tax payments. The Declaration of Estimated Tax and first quarter payment is calculated and paid with the 2022 tax return. Second quarter is due July 15, 2023; third quarter is due October 15, 2023; fourth quarter is due January 15, 2024. Quarterly vouchers are available on the Village's website. Penalty will be applied on tax not paid by January 15th.
<b>FOR FURTHER INFORMATION:</b>	Tax Department: #937-687-1341, Ext 101 Fax# 937-687-1213 Website: <a href="http://newlebanonoh.org">newlebanonoh.org</a> Email: <a href="mailto:kpinkerton@newlebanonoh.org">kpinkerton@newlebanonoh.org</a>

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SEE REVERSE SIDE FOR MORE INFORMATION →