

GENERAL INSTRUCTIONS

IF YOU ARE RECEIVING THIS TAX FORM YOU ARE ON ACTIVE STATUS AND MUST FILE A TAX RETURN. IF YOU BELIEVE YOU SHOULD NOT BE ON ACTIVE STATUS CONTACT THE TAX OFFICE AT 740-203-1225.

CONVENIENT WAYS TO FILE...**E-FILE YOUR TAX RETURN:**

GO TO OUR WEBSITE AT WWW.DELAWAREOHIO.NET AND CLICK ON THE E-FILE LINK. ACCESS TO YOUR 2019 FORM WILL BE AVAILABLE STARTING FEBRUARY 1, 2020.

HAVE YOUR RETURN COMPLETED BY MAIL:

PROVIDE YOUR PHONE NUMBER AND EMAIL ADDRESS ON THE ENCLOSED TAX FORM. RETURN THE SIGNED FORM WITH YOUR W-2S IN THE ENCLOSED ENVELOPE. MUST BE MAILED BY MARCH 15TH. YOU CAN ALSO EMAIL TO INCOMETAX@DELAWAREOHIO.NET OR FAX TO 740-203-1249.

FILE IN PERSON:

BRING YOUR TAX FORM, W-2S AND ANY OTHER TAX DOCUMENTS TO OUR OFFICE IN CITY HALL. WE'RE OPEN 8AM TO 5PM MONDAY THROUGH FRIDAY WITH EXTRA HOURS SATURDAY APRIL 4TH FROM 9 AM TO 1 PM.

FILING AND PAYMENT INFORMATION**FILING DATE:**

Your Return Must Be Postmarked By: April 15, 2020

Returns postmarked after April 15th are subject to late filing penalty unless under extension. See instruction number 10.

PAYMENT:

Balance of tax due is due with the filing of the return by April 15th. Late payment of tax due is subject to penalty and interest. See instruction number 10. Make your check or money order payable to City of Delaware.

If you are unable to pay your balance due in full you should still file your return by April 15th and include as big a payment as possible. You will be billed for the remaining balance, including applicable penalty and interest. Installment plans are available on a case by case basis.

CREDIT CARD INFORMATION:

The City of Delaware has teamed up with **Official Payments Corp.** to offer City residents and taxpayers the opportunity to make tax payments using Mastercard, Visa, Discover or E-checks. This service is offered online or by phone and **Official Payments Corp.** does charge a fee for this service.

Pay online – Visit the City of Delaware website, www.delawareohio.net and click on "Make a Payment".

Pay by Phone – Call **Official Payments Corp.** at 1-800-272-9829 and press option 3. You will need to enter Jurisdiction Code **4591** at the prompt.

EVEN IF YOU CAN'T PAY THE FULL BALANCE YOU OWE, DON'T WAIT TO FILE! INSTALLMENT PLANS AVAILABLE. VISIT OUR WEBSITE AT WWW.DELAWAREOHIO.NET/INCOME-TAX-FAQ FOR INFORMATION.

GENERAL INFORMATION AND INSTRUCTIONS:

- WHO MUST FILE:** All Delaware residents and part-year residents are subject to the Delaware Income Tax and are required to file a tax return by April 15, 2020. Non-resident taxpayers who have income derived within the City of Delaware, and for whom the tax is not withheld by their employer, must file a Delaware income tax return by April 15, 2020. Anyone receiving a pre-printed form is on active status. Please notify the Tax Department in writing with full details of filing status changes for inactivation of account. If you are requesting that your account be inactivated due to your moving from the jurisdiction with no intent to return, although retaining a mailing address within the jurisdiction as your address of record, please enter the date of your move and the reason, and attach supporting documentation with regard to your relocation.
- DELAWARE TAXABLE INCOME:** salaries, wages, commissions, and other compensation, lottery or gambling winnings, as well as net profits from business activities reported on Federal Schedule C, E or F and pass through income from partnerships. Income may not be deferred for City tax purposes. This is not an all inclusive list. Visit our website at www.delawareohio.net for a list of taxable income.
- NON-TAXABLE INCOME:** Military pay, social security benefits, interest, dividends, capital gains, permanent disability, alimony, child support, unemployment compensation, workers' compensation, retirement, pensions and annuities. This is not an all inclusive list. Visit our website at www.delawareohio.net for a list of non-taxable income.

- DOCUMENTATION:** All income, credits and deductions must be substantiated by legible copies of W-2s, 1099s, and proper Federal schedules. Credits and deductions will be disallowed if not properly documented.
- CREDITS:** A partial credit is allowed to residents for taxes due and paid to another city. This credit is the lesser of .50 of the tax paid to the other city, or .00925 of the income taxed by the other city and Delaware. Credit claimed must be supported by W-2s or copies of the other city's tax return along with copies of canceled checks showing payment of the other city's tax.
- PART-YEAR RESIDENTS:** A return must be filed by part-year residents living in the City for any part of 2019. Income, deductions, and credit may be allocated on a pro-rata basis or by employer verification (i.e., payroll check stubs or letter detailing income earned during Delaware residency).
- BUSINESS LOSSES:** Losses from self-employment, partnership interests, rental property and other like businesses may not be used to offset W-2 or 1099 income. If utilizing applicable prior year losses to reduce 2019 profit please attach copy of Federal Schedule(s) showing loss(es), or provide loss schedule.
- EXTENSIONS OF TIME TO FILE:** All taxpayers unable to file a completed return by April 15, 2020 can file for an extension of time to file before the due date of the return. Written requests for extension of time to file can be mailed, faxed or emailed to the tax office (see contact info at top right of this page). Any taxpayer that has duly requested an automatic six month extension for filing the taxpayer's Federal income tax return shall automatically receive an extension for the filing of their Delaware return.

IMPORTANT: An extension is not an extension of time for payment of tax.

Payment of any tax balance due must accompany the filing of an extension request. Even though an extension has been granted, penalty and interest will be charged from the date the tax should have been paid (without extension) until the date of payment. Notice of extension authorization will not be sent unless requested.

- SIGNATURE:** The tax return must be signed and dated. Please provide email address and daytime phone numbers for the taxpayer and the tax preparer.
- PENALTY AND INTEREST:** penalty and interest are charged for late filing of a tax return, or late payment of taxes or estimated taxes.

A late filing penalty may be imposed at the rate of \$25 per month (or fraction of a month) that a return remains unfiled. This late filing penalty applies regardless of the liability on the return. The late filing penalty shall not exceed \$150 for each failure to timely file. This penalty does not apply to the filing of a declaration.

A late payment penalty may be imposed on unpaid tax, or unpaid estimated tax, equal to 15% if the amount not timely paid.

Interest shall be imposed on all unpaid tax, or unpaid estimated tax. The interest rate to be applied each calendar year is the Federal short-term rate rounded to the nearest whole number percent, plus five percent. The rate shall apply for the calendar year next following the July of the year in which the Federal short-term rate is determined. Below are the rates for 2019 and 2020. Interest shall be charged for each month (or fraction of a month) that tax remains unpaid.

Calendar Year	Annual Interest Rate	As Monthly Interest Rate
2019	7%	0.58%
2020	7%	0.58%

D9CLARATION OF ESTIMATED TAX FOR 2020 - REQUIREMENTS

WHO MUST MAKE A DECLARATION: Every person shall make a declaration of estimated taxes due for the 2020 tax year if the estimated amount due after applicable withholding credits and prior year overpayments is \$200 or more.

If you are required to make a declaration and estimated tax payments and do not you may be subject to penalty and interest. See above for penalty and interest rates.

PAYMENT OF ESTIMATED TAX: Estimated tax due may be paid in full with the filing of the return but at a minimum must be paid in equal installments on or before April 15, June 15, September 15 and January 15. **Payments postmarked after these dates will be subject to late penalty and interest.**

2020 DECLARATION PAYMENT CALENDAR

APRIL 15, 2020 File Declaration with 1/4th payment.

JUNE 15, 2020 Make 2nd quarterly payment.

SEPTEMBER 15, 2020 Make 3rd quarterly payment.

JANUARY 15, 2021 Make 4th quarterly payment.

APRIL 15, 2021 File return. Pay any balance.