

# GENERAL INFORMATION FOR BUSINESS ENTITIES

## Who Must File

- All corporations, partnerships, trust, estates or other entities conducting business in, performing services in, or deriving income (or loss) from activities in the City of Dayton.
- Partnerships, joint ventures, associations, or other businesses owned by two or more persons and conducting business in Dayton are required to file city returns on an entity basis.
- This form is for use by Business entities only; individual residents, or nonresidents having Dayton income (or losses), who file as sole proprietors, use Federal Schedule C, or have other types of income must use individual Form R-I.

## Amended Returns

An amended return is necessary for any year in which an Amended Federal Return is filed or in which your Federal Tax liability has changed. An amended return must be filed within ninety (90) days of the filing date of any amended Federal return and must include a copy of the Amended Federal Return.

## Extensions

Extensions (Federal or on Form D1-X) are granted on an automatic basis provided no outstanding liabilities or missing returns exist for any periods.

An extension of time to file does not give you an extension of time to pay. Interest will be assessed on any tax balance remaining unpaid after the original due date.

The Ordinance makes no provision for extension on the current year's estimate, which must be filed and any amount due paid by the due date.

## Operating Losses

Although Federal law permits the carry-forward or carry-back of certain operating losses, only losses incurred in fiscal years beginning on or after January 1, 2017 may be carried forward under the provisions of the City Income Tax Ordinance. Losses incurred in fiscal years prior to January 1, 2017 cannot be carried forward. No losses can be carried back.

## Penalty and Interest

Penalty and Interest are assessed on any unpaid tax liability after the original due date of the return.

Penalty - 15%.

Interest - Based on annual rate as prescribed by the Income Tax Ordinance. Please contact the tax office for current rates.

## Supporting Documents

Documentation is necessary to verify all amounts of taxable or non-taxable income, expenses, and deductions, as applicable.

Additional forms, schedules, or computations may also be needed to support your city return in certain circumstances.

## When and Where to File

Returns must be filed on or before April 15, or within 4 months after the fiscal year end with the City of Dayton Income Tax Department.

Send returns **with payment** to **PO Box 643700, Cincinnati, OH 45264-3700**. Any tax due must be paid when filed. Checks or money orders should be made payable to City of Dayton and should accompany this return.

Send returns **without payment** to **PO Box 1830, Westerville, OH 43086-1830**.

**Incomplete returns or returns received without signatures or without proper supporting information may not be accepted; thereby creating potential penalty or interest assessments or delays in refund processing.**

### NOTICE

Municipal due dates fall into compliance with the Federal due dates. This includes net profit filing and all estimated payments.

# INSTRUCTIONS

- Name and Address** Complete the name and address information, and federal employer identification where requested. If your name and address are not correctly shown, make any necessary changes. Indicate the type of business entity and attach explanation if other is indicated.
- Line 1:** Total taxable income from Federal Form 1120, 1120S, 1065, or appropriate federal schedules. Schedules and supporting documentation must be attached.
- Line 2 and Line 3:** Use Schedule X to reconcile federal taxable income to city taxable income, when necessary. Schedule X adjustments should be included on Lines 2 and 3.
- Line 4:** Combine amounts on Line 2 and 3 and show the excess on Line 4. Show negative amounts in parentheses.
- Line 5:** Total taxable income plus or minus Schedule X adjustments.
- Line 6:** Amount allocable to Dayton (FROM SCHEDULE Y BUSINESS APPORTIONMENT FORMULA). Schedule Y is used to compute the portion of net profits allocable to Dayton when business is conducted both inside and outside of the city. A business apportionment formula consisting of the average of property, gross receipts, and wages paid may be used by business entities not required to pay tax on entire net profits by reason of doing business both inside and outside Dayton. However, if the books and records of the taxpayer shall disclose with reasonable accuracy the net profit attributable to Dayton then only this portion shall be considered as having a taxable situs in Dayton.
- Line 7:** Amount of income subject to Municipal Income Tax is computed by multiplying Line 5 by percentage on Line 6, is applicable.
- Line 8:** Dayton Tax Due-Line 7 multiplied by 2.50% (.025). (If filing on a fiscal year other than December, use the attached chart to determine your blended rate.)
- Line 9:** Show total estimated payments made.
- Line 10:** Prior year overpayment is amount of tax overpaid in prior year, not refunded, but transferred to use on the liability for this year.
- Line 11:** Add Lines 9 and 10 for total credits.
- Line 12:** Penalty Interest Total Penalty/Interest
- Line 13:** Balance Due Subtract Line 11 from Line 8, add total on Line 12, if required, to determine balance due. If Line 11 is more than Line 8, then an overpayment exists. Enter overpayment amount on Line 14.
- Line 14:** If Line 13 is \$10.00 or more then you may have the overpayment applied to next tax year or refunded. Indicate your choice on Line 14. No indication will result in an overpayment credit to next tax year. Refunds will be processed in order of date received and mailed within a maximum of ninety (90) days of filing of a complete return.
- Line 15:** Indicate the amount of estimated tax due. You may base the estimate either on current tax year due (Line 8) or actual estimated amounts for next tax year.
- Line 16:** Divide Line 15 by 4.
- Line 17:** Show the overpayment from Line 14 is so indicated. The overpayment for the current tax year as shown on Line 14 of this return is applied to the first quarterly payment. If the overpayment is greater than the first quarterly payment, the difference will apply to the next quarter due.
- Line 18:** Line 16 minus Line 17.
- Line 19:** Total Due Line 13, plus Line 18. This amount is due no later than April 15, (for calendar year filers) or within 4 months after the fiscal year end.
- Signature:** The tax return must be signed and dated. If someone other than the taxpayer completes this return, sign as preparer and show address and Federal Identification Number. Indicate by checking yes or no if we may contact your tax preparer regarding this return. Tax preparer telephone number is requested.

**ACCOUNT INFORMATION UPDATE** Complete this form annually to provide our office with current information. Form is available at the City's website or by contacting the Income Tax Division.

**ASSISTANCE** For assistance in completing this return, or if you have any questions, please contact the Income Tax Division. Office hours are 8:00A.M. to 5:00 P. M. Monday through Friday. Phone: 937-333-3500. Website: [www.daytonohio.gov](http://www.daytonohio.gov)

**TAX RATE CHART**  
**For Businesses Filing on a Fiscal Year End Basis**  
**2016-2017**

<b>If Your Fiscal Year Ended at the End of:</b>	<b>Your Tax Rate Will Be:</b>
January 2017	2.27%
February 2017	2.29%
March 2017	2.31%
April 2017	2.33%
May 2017	2.35%
June 2017	2.38%
July 2017	2.40%
August 2017	2.42%
September 2017	2.44%
October 2017	2.46%
November 2017	2.48%
December 2017	2.50%