

FILING INSTRUCTIONS & EXEMPTION FORM

HICKSVILLE INCOME TAX

website: www.villageofhicksville.com

419-542-8621

e-mail: hixtax@defnet.com

*FILING DATE:

Your return must be filed and taxes due paid by IRS - April Due Date: (usually April 15th).

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
INCOME TAX DEPARTMENT
111 S MAIN ST
HICKSVILLE, OH 43526-1398

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

***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.
(Contact office for definition of full time college student)

**SEE EXEMPTIONS FROM FILING
FORM ON BACK**

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

***FAILURE TO FILE A RETURN WILL RESULT IN LEGAL ACTION**
YOU MUST FILE EVEN IF YOU WERE UNEMPLOYED THE ENTIRE YEAR

1. HICKSVILLE TAX RATE IS 1% OF THE MEDICARE WAGE AMOUNT LISTED IN BOX 5 OF YOUR W-2s. (Persons who are Medicare Exempt or receive stock options or non-qualified deferred comp contact our 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.

3. INCOME NOT TAXABLE:

- A) Poor relief, unemployment compensation, alimony, pensions, Social Security, disability, strike pay, Peace Corps and military pay, Worker'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. (Attach W-2s showing taxes paid to other cities or villages)

*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 IRS April due date, 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.

Village of Hicksville EXEMPTION FROM FILING FORM

(If you qualify for an exemption from filing - Complete this form -
Return it to: Village of Hicksville - Income Tax Department)

Name: _____ Social Security: ____ - ____ - _____

Address: _____

If spouse's name is listed on enclosed tax form he/she must file unless they are 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 Duty Military or Peace Corp only income
as of ____/____/_____.

Under 18 at the end of the year
Date of Birth: ____/____/_____.

Full time college student*.
College/University _____
Graduating ____/____/_____.

Only income from Social Security and/or pension*.
as of ____/____/_____.

Only income from Permanent Disability*.
as of ____/____/_____.

* Verification required upon request

Signature

Date