



**SCHEDULE X – ADJUSTMENT TO FEDERAL INCOME TAX RETURN**  
**(attach support statement for the line items utilized below)**

**ITEMS NOT DEDUCTIBLE**

- A. LOSSES THAT DIRECTLY RELATE TO THE SALE, EXCHANGE, OR OTHER DISPOSITION OF AN ASSET DESCRIBED IN 1221 OR 1231 OF THE IRC
- B. TAXES BASED ON INCOME
- C. 5% OF THE AMOUNT DEDUCTED AS INTANGIBLE INCOME EXCLUDING THE PORTION DIRECTLY RELATED TO THE SALE, EXCHANGE, OR OTHER DISPOSITION OF PROPERTY DESCRIBED IN 1221 OF THE IRC
- D. AMOUNTS PAID OR ACCRUED TO QUALIFIED SELF-EMPLOYED RETIREMENT AND HEALTH AND LIFE INSURANCE PLANS FOR OWNERS OR OWNER-EMPLOYEES OF NON-C CORPORATION ENTITIES
- E. REIT'S AND RIC'S - ALL AMOUNTS WITH RESPECT TO DIVIDENDS, DISTRIBUTIONS, OR AMOUNTS SET ASIDE FOR OR CREDITED TO THE BENEFIT OF INVESTORS AND ALLOWED AS A DEDUCTION
- F. OTHER: (ATTACH EXPLANATION)
- G. TOTAL ADDITIONS (ENTER ON PAGE 1, LINE 2A)

**ITEMS NOT TAXABLE**

- H. INCOME AND GAINS - FEDERALLY REPORTED INCOME AND GAINS FROM IRC 1221 OR 1231 PROPERTY DISPOSITIONS EXCEPT TO THE EXTENT THE INCOME AND GAINS APPLY TO THOSE DESCRIBED IN 1245 OR 1250 OF THE IRC
- I. INTANGIBLE INCOME SUCH AS INTEREST, DIVIDED, PATENT, AND COPYRIGHT INCOME ALSO INCLUDE ROYALTY INCOME EXCEPT ROYALTIES DERIVED FROM INTEREST IN LAND (i.e. OIL AND GAS RIGHTS, ETC.)
- J. OTHER: PASS-THROUGH INCOME (LOSS)
- K. TOTAL DEDUCTIONS (ENTER ON LINE 2B)

**SCHEDULE Y – BUSINESS APPORTIONMENT FORMULA (See Instructions)**

	A. LOCATED EVERYWHERE	B. LOCATED IN SHELBY	C. PERCENTAGE (B ÷ A)
<b>STEP 1.</b> AVERAGE ORIGINAL COST OF REAL & TANGIBLE PERSONAL PROPERTY	\$ _____	\$ _____	
GROSS ANNUAL RENTALS MULTIPLIED BY 8 .....	\$ _____	\$ _____	
TOTAL OF STEP 1 .....	\$ _____	\$ _____	_____ %
<b>STEP 2.</b> TOTAL WAGES, SALARIES, COMMISSION AND OTHER COMPENSATION PAID TO ALL EMPLOYEES .....	\$ _____	\$ _____	_____ %
<b>STEP 3.</b> GROSS RECEIPTS FROM SALES AND WORK OR SERVICES PERFORMED .....	\$ _____	\$ _____	_____ %
<b>STEP 4.</b> TOTAL PERCENTAGES .....			_____ %
<b>STEP 5.</b> AVERAGE PERCENTAGE (DIVIDE TOTAL PERCENTAGES BY NUMBER OF PERCENTAGES USED)			_____ %

**ATTACH FEDERAL RETURN INCLUDING K-1'S AND SUPPORTING SCHEDULES**

# DECLARATION OF ESTIMATED TAX FOR YEAR 2024

**VOUCHER #1 - DUE APRIL 15, 2024, OR THE IRS DUE DATE, OR FIFTEENTH DAY OF FOURTH FISCAL MONTH**

NAME \_\_\_\_\_ FED. ID # \_\_\_\_\_

ADDRESS \_\_\_\_\_

- 1) Total income subject to tax \$ \_\_\_\_\_ (Multiply by **.0175**) ..... \$ \_\_\_\_\_
- 2) Less income tax withheld by other city ..... \$ \_\_\_\_\_  
(Credit limited to **not to exceed .75% of taxed gross earnings** )
- 3) Total declaration (Line 1 minus Line 2) ..... \$ \_\_\_\_\_
- 4) Payment amounts (Line 3 times 0.25) (law requires a minimum of .225) ..... \$ \_\_\_\_\_
- 5) Overpayment from previous year (if not refunded) ..... \$ \_\_\_\_\_
- 6) 1st payment amount (Line 4 minus Line 5) ..... \$ \_\_\_\_\_

CUT LINE

## VOUCHER #2 - DUE JUNE 17, 2024, OR THE FIFTEENTH DAY OF SIXTH FISCAL MONTH

NAME \_\_\_\_\_ FED. ID # \_\_\_\_\_

ADDRESS \_\_\_\_\_

- 1) Payment enclosed.....\$ \_\_\_\_\_
  - 2) Check # \_\_\_\_\_
  - 3) Prior amount paid .....\$ \_\_\_\_\_
  - 4) Remaining Balance \$ \_\_\_\_\_
- Contact person \_\_\_\_\_ Phone # \_\_\_\_\_

**SEND PAYMENT TO: CITY OF SHELBY, INCOME TAX DEPT., 43 WEST MAIN STREET  
SHELBY, OHIO 44875 PHONE# (419) 342-5885**

CUT LINE

## VOUCHER #3 - DUE SEPTEMBER 16, 2024, OR THE FIFTEENTH DAY OF NINTH FISCAL MONTH

NAME \_\_\_\_\_ FED. ID # \_\_\_\_\_

ADDRESS \_\_\_\_\_

- 1) Payment enclosed.....\$ \_\_\_\_\_
  - 2) Check # \_\_\_\_\_
  - 3) Prior amount paid .....\$ \_\_\_\_\_
  - 4) Remaining Balance \$ \_\_\_\_\_
- Contact person \_\_\_\_\_ Phone # \_\_\_\_\_

**SEND PAYMENT TO: CITY OF SHELBY, INCOME TAX DEPT., 43 WEST MAIN STREET  
SHELBY, OHIO 44875 PHONE# (419) 342-5885**

CUT LINE

## VOUCHER #4 - DUE DECEMBER 16, 2024, OR THE FIFTEENTH DAY OF TWELFTH FISCAL MONTH

NAME \_\_\_\_\_ FED. ID # \_\_\_\_\_

ADDRESS \_\_\_\_\_

- 1) Payment enclosed.....\$ \_\_\_\_\_
  - 2) Check # \_\_\_\_\_
  - 3) Prior amount paid .....\$ \_\_\_\_\_
  - 4) Remaining Balance \$ \_\_\_\_\_
- Contact person \_\_\_\_\_ Phone # \_\_\_\_\_

**SEND PAYMENT TO: CITY OF SHELBY, INCOME TAX DEPT., 43 WEST MAIN STREET  
SHELBY, OHIO 44875 PHONE# (419) 342-5885**

# **BUSINESS GENERAL INSTRUCTIONS**

## **FILING REQUIREMENTS**

Every corporation, partnership, trust, or estate that conducts business in a Shelby municipality must file a return and pay tax on net profit earned in the municipality. A disregarded entity or qualifying sub-chapter S subsidiary for federal income tax purposes is not considered the “taxpayer” under Ohio law. Instead, the “taxpayer” includes any other person who owns the disregarded entity or qualifying sub-chapter S subsidiary.

## **WHEN AND WHERE TO FILE**

1. Calendar year taxpayers by April 15.
2. Fiscal year taxpayers – by the 15th day of the 4th month after the end of the fiscal period.  
Mail completed return with all attached forms and schedules applicable to:

**CITY OF SHELBY INCOME TAX  
43 WEST MAIN STREET, SHELBY, OHIO 44875**

## **WHEN A RETURN IS NOT REQUIRED**

Nonprofits (as defined in IRC section 501(c)) are not required to file an annual return if a copy of the organization’s approved IRS determination letter is on file with Shelby. However, should a nonprofit have unrelated business income, said nonprofit is required to file a municipal return and pay tax thereon.

## **FILING EXTENSIONS**

Any taxpayer who has requested an extension for filing their Federal income tax return shall **automatically** receive the same extension for the filing of the City tax return (attach a copy). Taxpayers who have not received or requested a Federal extension may request an extension from the Income Tax Division provided the request is received before the original due date of the return. An extension of time to file is **not** an extension of time to pay any tax due. If you are unable to pay any taxes owed, you should still file your annual return timely with the Income Tax Division.

## **NET LOSSES**

For taxable years 2018, 2019, 2020, 2021, or 2022 net operating loss carry-forwards are limited to the lesser of 50% of the total loss or 50% of the current year’s income. Starting with taxable year 2023, to be filed in 2024, net operating losses may be utilized to reduce taxable income to zero. [O.R.C. 718.01 (D) (3)].

## **REFUNDS**

If any taxpayer has paid more tax than the City is entitled to, a refund of the overpayment will be made, provided a proper claim for refund is filed. The net loss from an unincorporated business may not be used to offset salaries, wages, commissions and other compensation. Amount under \$10.00 will not be refunded.

**Payments to the City of \$10.00 or less do not have to be paid.**