

COMPUTATION FOR LINE 2 OTHER INCOME OR DEDUCTIONS

Needs be completed only by those with taxable income other than wages, deductions from wages due to part year employment or employee expenses and by those applying for a refund based on travel.

13. OTHER TAXABLE INCOME EARNED IN SPRINGDALE BUT NOT REPORTED ON A W-2 (ATTACH APPROPRIATE DOCUMENTATION OF THIS AMOUNT) (DO NOT INCLUDE INTEREST, DIVIDENDS, ANNUITIES, REFUNDS OR OTHER NON-TAXABLE INCOME RECEIVED) \$

14. DEDUCTIONS:
 EMPLOYEE EXPENSES: FOR WAGES WITH SPRINGDALE TAX WITHHELD OR NO LOCAL TAX WITHHELD, LIMITED TO THE AMOUNT ALLOWED ON THE FEDERAL RETURN .
 (ATTACH PAGE 1 AND 2 OF FEDERAL 1040, FEDERAL SCHEDULE A, AND FEDERAL FORM 2106) \$ ()

15. **TOTAL OTHER INCOME OR DEDUCTIONS** (LINE 13 MINUS LINE 14. ENTER THIS TOTAL ON LINE 2) \$

16. **NON-RESIDENT EMPLOYEES** (ATTACH A COPY OF YOUR EMPLOYER LETTER VERIFYING THE INCOME EARNED OUTSIDE OF SPRINGDALE)

17. **COMPUTATION OF PRORATED INCOME** - BASED ON PART YEAR EMPLOYMENT OR EMPLOYMENT TRAVEL REFUNDS (IF YOUR INCOME WAS EARNED SOLELY IN SPRINGDALE, DO NOT COMPLETE THIS SECTION AND NOTE 100% ON LINE 3A)

- A. TOTAL DAYS IN THE YEAR 365
- B. NUMBER OF **NON-WORK** DAYS
 - 1. SATURDAYS AND SUNDAYS (**ONLY**)
 (EMPLOYEES WORKING A 4/10 WORK WEEK, NOTE DAYS OFF PER ITINERARY) _____
 - 2. OTHER NON-WORK DAYS
 (**LEAVE WITHOUT PAY ONLY. DO NOT INCLUDE HOLIDAY, SICK, VACATION OR PAID PERSONAL DAYS**) _____
 - 3. TOTAL **NON-WORK** DAYS _____
- C. TOTAL DAYS WORKED IN THE YEAR
 (LINE A LESS LINE B3) _____
- D. TOTAL PAID DAYS WORKED OUTSIDE OF SPRINGDALE
 (ATTACH ITINERARY NOTING DAYS AND CITIES WORKED OUTSIDE OF SPRINGDALE. **DO NOT INCLUDE HOLIDAY, SICK, VACATION OR PAID PERSONAL DAYS**) ()
- E. TOTAL DAYS WORKED IN SPRINGDALE _____
- F. PERCENTAGE OF INCOME TAXABLE TO SPRINGDALE
 (LINE E _____ DIVIDED BY LINE C _____ = %) %
 (MULTIPLY THE % ON LINE F BY YOUR SPRINGDALE INCOME. THIS FIGURE AND THE PERCENTAGE NEEDS TO BE ENTERED ON LINE 3A OF THE SPRINGDALE NRE TAX FORM)

NOTE: THE FOLLOWING ATTACHMENTS SHOULD BE INCLUDED WITH YOUR RETURN. IF NOT, THE RETURN MAY NOT BE CONSIDERED A LEGAL AND TIMELY FILED RETURN. IF FILING FOR A REFUND AND THE PROPER ATTACHMENTS ARE NOT INCLUDED WITH THE RETURN, THE REQUEST FOR A REFUND COULD BE DENIED AND RETURNED TO THE TAXPAYER TO RESUBMIT.

1. COPIES OF YOUR FEDERAL W-2(S), W-2C (S), ANY APPROPRIATE SCHEDULES/FORMS, AND ITINERARY (TRAVEL REFUNDS ONLY). THE ITINERARY SHOULD BE APPROVED BY YOUR IMMEDIATE SUPERVISOR AND **NOTE THE DATES AND CITIES** WORKED WHEN OUT OF THE CITY OF SPRINGDALE. **DO NOT INCLUDE HOLIDAY, SICK, VACATION OR PAID PERSONAL DAYS.**
2. A LETTER FROM YOUR IMMEDIATE SUPERVISOR **ON COMPANY LETTERHEAD** VERIFYING THAT THE ABOVE COMPUTATIONS ARE CORRECT AND EXPENSE VOUCHERS AND/OR REPORTS ARE AVAILABLE FOR VERIFICATION. YOUR IMMEDIATE SUPERVISOR'S NAME, TITLE AND PHONE NUMBER SHOULD BE INCLUDED ON THE LETTER.
3. IMMEDIATE SUPERVISOR MUST VERIFY BY LISTING IN THE LETTER **THE ACTUAL DATES TAKEN** FOR HOLIDAYS, VACATION, SICK LEAVE, PAID PERSONAL DAYS AND FOR NON-WORK DAYS TAKEN AS LEAVE WITHOUT PAY.

NOTICE: A municipality does not necessarily tax all items of income, nor does it necessarily allow certain items as deductions in the same manner as the State and Federal government.

NOTICE: Failure to file a required return and/or to pay taxes due by the due date may result in penalty and interest.

NOTICE: All refunds issued will be reported to Federal and State taxing authorities on form 1099G as required by law.

CITY OF SPRINGDALE
2017
NON-RESIDENT EMPLOYEE
INCOME TAX RETURN AND DECLARATION

The due date for filing your tax return and declaration of 2018 estimated tax is April 17, 2018.

GENERAL INSTRUCTIONS

We have included line by line instructions, however the following general information should be noted:

WHO MUST FILE - NON-RESIDENT EMPLOYEES working in Springdale who DID NOT have Springdale tax withheld or who were under withheld by their employer, are required to file a return and submit payment of tax.

WHEN TO FILE - File as early as possible, but no later than April 17, 2018. To avoid penalties and interest your tax return and payment must be postmarked or hand delivered no later than the due date.

EXTENSIONS

If you have been granted a Federal extension you will receive an automatic six month extension for filing your Springdale return (please submit a copy of the Federal extension when you file your Springdale return). If you have not been granted a Federal extension, a written request for a Springdale tax return extension should be submitted on or before the due date. Upon receipt, the Tax Commissioner may extend the filing requirement for a period not to exceed six months. Other than a Federal extension, no extension will be considered if it is received after the due date. Note: No extension will be granted for filing the "Declaration of Estimated Income Tax" or for payment of tax due.

DOCUMENTATION

DOCUMENTATION REQUIRED - All income, credits and deductions are to be substantiated by copies of your W-2's, W-2C's, appropriate federal forms and schedules, itinerary (travel refunds only) and employer verification letter.

ALLOWABLE CREDITS

CREDITS - Non-Resident employees are allowed credit for taxes paid/withheld to Springdale for income earned in the city. The amount of the credit depends upon the amount of tax actually paid to Springdale. If your employer over withheld and paid the tax, the Non-Resident employee is entitled to file for a refund from the city for the overpayment amount.

MULTIPLE JURISDICTIONS - If your W-2(s) are marked "Various" or "All Cities", you are required to provide an employer(s) breakdown, itemized by city/county. If not attached to your return, credit can not be given and your request for a refund could be denied

2018 SPRINGDALE DECLARATION OF ESTIMATED TAX

WHO MUST FILE - All Springdale Non-Resident employees are required to complete the declaration if the amount payable as estimated taxes is \$200 or more for the 2018 tax year.

WHEN TO FILE - The Declaration and the first quarterly payment is due by the due date of your return. If you have been granted an extension of filing of your 2017 Springdale Tax Return, you must still file the Declaration by the due date of your tax return.

ESTIMATING YOUR 2018 TAX LIABILITY - Payment of estimated income tax which is less than 90% of the tax shown on the final return could be subject to penalty and interest charges. However, no penalty or interest charges shall be assessed for late payment of estimated tax when the amount paid by December 15, 2018 is equal to one hundred percent (100%) of the tax for the preceding year, provided the prior return reflected a 12 month period.

AMENDING THE ORIGINAL DECLARATION - An amendment to the original declaration may be made on any quarterly statement. Failure to adjust this estimate when required, may result in penalties and interest.

TAXABLE AND NON-TAXABLE INCOME

TAXABLE - Qualifying wages, salaries, commissions and other compensation paid by an employer or employers before deductions: sick pay; vacation pay; income from wage continuations plans (retirement incentive plans regardless of when it was paid or where it was received); deferred compensation; stock options (when exercised on the amount indicated on the W-2 form and regardless of when it was paid or where it was received); cost of group term life insurance over \$50,000; severance pay (regardless of when it was paid or where it was received); compensation paid in property or the use thereof at fair market value to the same extent as indicated on a W-2 form; tips; contributions made by or on behalf of employees to any type of tax-deferred annuity (401K); stipends; income from guaranteed annual wage contracts; bonuses; director's fees; income from jury duty; supplemental unemployment pay; union steward fees; strike benefits; ordinary income from Form 4797 and net profits from the operation of a business, profession, or other enterprise or activity. prizes; gambling winnings (losses are not deductible).

NON-TAXABLE - Military pay (including reserve pay); alimony; capital gains; interest; dividend; social security benefits; workers' compensation; state unemployment benefits; insurance benefits; welfare payments; pension income; patent and copyright income; royalties (if derived from intangible property); annuities (at time of distributions); meals and lodging; government allotments; and profit sharing from qualified plans.

IF YOU NEED ASSISTANCE

If you need assistance with your tax return, telephone and walk-in assistance is available from 8AM to 5PM Monday through Friday. Please contact the Springdale Tax Commission at (513)346-5715 or visit our web site at www.springdale.org.

INSTRUCTIONS - FORM NRE

- Line 1 (W-2 WAGES) - Enter the total of all gross qualifying wages (box 5) from all W-2 forms. Most benefits listed on a W-2 are taxed by the City of Springdale (refer to the General Instructions for a complete listing of taxable income); therefore, income taxable by the City of Springdale may differ from that taxed by the Federal and State.
- Line 2 (OTHER INCOME OR DEDUCTIONS) - Complete Lines 13 through 15 of Page 2 and enter the total on line 2.
- Line 3 (TAXABLE INCOME) - Line 1 plus/minus line 2.
- Line 3A (AMOUNT OF INCOME ATTRIBUTED TO SPRINGDALE) - Complete lines 17A through 17F. Enter the income and percentage on line 3A.
- Line 5A (TAXES WITHHELD BY EMPLOYER(S) FOR THE CITY OF SPRINGDALE) - Enter only the tax withheld by your employer specifically for the City of Springdale. Your W-2 or W-2C form must identify the local taxing city or credit will be disallowed. If the local taxing city is blank, or states "various" or "all cities", you are required to provide an employer(s) breakdown, itemized by city/county. If not attached to this return, credit will be
- Line 5B (ESTIMATED TAXES PAID TO THE CITY OF SPRINGDALE) - Enter the total amount of estimated tax you paid directly to the City of Springdale
- Line 5C (PRIOR YEAR OVERPAYMENT AMOUNT) - Enter the amount from your prior year return which you requested as a credit to the 2017 tax year.
- Line 5D (TOTAL TAX PAYMENTS AND CREDITS) - Enter the sum of line 5A through Line 5C. Notice: This line must be at least 90% of line 4 in order to avoid penalty and interest charges (90% of your total liability is required to be paid by December 15, 2018 to avoid penalty and interest).
- Line 6 (TAX DUE) - If line 4 is greater than line 5D, enter the difference on this line. This is the amount of tax due.
- Line 7 (OVERPAYMENT/REFUND) - If line 5D is greater than Line 4, you have overpaid. This amount may be refunded by marking the refund box and indicating the amount of the refund. If you want the overpayment as a credit towards your estimated tax liability, indicate the amount of credit.
- Line 8 (ESTIMATED 2018 INCOME AND TAX) - Multiply your estimated 2018 income by the Springdale tax rate of 1.5% and enter the sum on this line.
- Line 9 (2018 SPRINGDALE TAX PAID OR WITHHELD BY EMPLOYER(S)) - Enter the amount of Springdale tax you expect to be withheld by your employer to the City of Springdale for the 2018 tax year.
- Line 10 (TOTAL 2018 ESTIMATED TAX DUE) - Subtract line 9 from line 8 and enter the difference on this line. This is your estimated tax due and payable by December 15, 2018. Notice: Failure to pay 90% of your 2018 tax liability by December 15, 2018 may result in penalty and interest charges.
- Line 11 (AMOUNT PAID WITH THIS DECLARATION) - Enter the amount of 2018 tax which you are sending.
- Line 13 (OTHER TAXABLE INCOME) - Enter any taxable income which has not been reported upon a W-2. See General Instructions for a complete listing
- Line 14 (DEDUCTIONS) - Enter the amount of employee business expenses related to Springdale income. You must attach a copy of Form 2106 (limited to the amount allowed on the Federal return). Notice: contributions made to an Individual Retirement Account (IRA), Simplified employee Pension (SEP), KEOGH 9H.R.10) Retirement Plan, or deferred income are not allowed deductions on a city return. City tax is due and payable in the year of the contribution, but the benefit, when received, is not taxed.
- LINE 15 (TOTAL OTHER INCOME OR DEDUCTIONS) - Line 13 minus line 14. Enter this total on line 2.
- Line 17 (COMPUTATION OF PRORATED INCOME) - Part-year employees and those who travel outside of Springdale for employment are not taxed for that part of their income which was earned while working outside of the City. If such income is specific to a particular W-2, please clearly mark the applicable W-2. The actual amount of Springdale income must be verified by a letter from your immediate supervisor and be attached to your return. If your total income was earned inside and outside of Springdale, you must complete line 17B through 17F. If your income was earned solely in Springdale, note 100% and your full income on line 3A.
- Line 17B (NUMBER OF NON WORK DAYS) - Enter total Saturdays and Sundays not worked and any non-work days for leave without pay. **DO NOT INCLUDE** holiday, sick, vacation or paid personal days. Add lines 17, B1 and B2, enter the sum on line 17, B3.
- Line 17C (TOTAL DAYS WORKED IN THE YEAR) - Line A less line B3.
- Line 17D (TOTAL PAID DAYS WORKED OUTSIDE OF SPRINGDALE) - Total days worked outside of the city as noted on your itinerary. **DO NOT INCLUDE** holiday, sick, vacation, paid personal days or leave without pay days.
- Line 17E (TOTAL DAYS WORKED IN SPRINGDALE) - Line C minus Line D.
- Line 17F (PERCENTAGE OF INCOME TAXABLE TO SPRINGDALE) - Line E divided by line C equals the percent in Springdale. Multiply the % by your total gross Springdale income and enter both on line 3A.

PLEASE REMEMBER TO SIGN YOUR RETURN

All refunds over \$10.00 will be reported by our office to the proper Federal and State tax authorities via form 1099G.