

# CITY OF VAN WERT **2024** INCOME TAX RETURN

**DUE APRIL 15, 2025**

FILING REQUIRED FOR **ALL** CITY RESIDENTS EVEN IF NO TAX IS DUE

*PENALTY AND INTEREST WILL BE ASSESSED FOR NON COMPLIANCE*

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COPY OF FEDERAL EXTENSION SHOULD BE FILED WITH THIS OFFICE  
BY THE APRIL 15<sup>TH</sup> DEADLINE OR AS AN ATTACHMENT

**THE VAN WERT CITY INCOME TAX RETURN CAN NOT BE ELECTRONICALLY FILED!!**

The Van Wert **CITY INCOME** Tax Return is **NOT** your Van Wert City **School** Tax Return  
The **School** Tax Return is filed separately with the **State of Ohio**.



## **FILING INFO:**

Mail or hand-deliver your completed return

**TO: City of Van Wert**  
**Income Tax Department**  
**515 E Main St**  
**Van Wert, OH 45891**

Return must be signed, dated and include  
W-2's, Federal Schedules and Form 1040  
or it will not be considered "Filed" and will  
be subject to Penalty & Interest.

## **ASSISTANCE:**

For information not answered in the  
General Instructions or Frequently  
Asked Questions section please call the  
Van Wert City Income Tax Department:

**Phone:** 419-238-6020  
**Office Hours:** Monday through Friday  
8:00 AM to 4:30 PM  
**Fax:** 419-238-4920  
**E-Mail:** jadams@vanwert.org

## **PAYMENT INFO:**

**Balance payable by:** Cash, Check, Money Order (Payable to: City of Van Wert, Income Tax Department)

Credit Card Payments accepted online by visiting the City Website at: [www.vanwert.org](http://www.vanwert.org)

Credit Card Payments accepted via phone by calling: **1-866-917-7368 PSN** (Payment Service Network, Inc)

PSN is the Authorized Processor for eCheck, Savings, MasterCard, Discover, Visa & American Express for the City of Van Wert Income Tax Department.

Convenience fees apply: \$1.10 for Check & Savings Payments; 3.00% for Debit & Credit Card Payments

## GENERAL INSTRUCTIONS: CITY OF VAN WERT 2024 INCOME TAX RETURN

- Info:** If this return is made for a period of time other than the calendar year, insert the beginning and ending date of the period. If you have moved in or out of the City of Van Wert since the previous return was filed, please fill in the date(s). Enter your Name, Social Security Number (SSN), DOB, Joint Filer, SSN & DOB (if applicable), current address and phone number(s). Please mark Yes if you will have taxable income in 2025. If you will not have ANY taxable income in 2025, mark no and explain why (i.e.: retired in 2024, sold rental property in 2024, moved out of the City of Van Wert in 2024). If you are renting, please list the name and address of your Landlord.
- Line 1: GROSS WAGES, SALARIES** (Box 18 [Local Wages] and Box 5 [Medicare Wages] of the W-2's will typically be identical. If Box 18 & Box 5 are NOT identical, use the Box with the greater amount). Copies of all ORIGINAL W-2's MUST be attached to your tax return when filing (recreated W-2's do not meet the filing requirements and will NOT be accepted). If you have no OTHER TAXABLE INCOME (see Line 2 below), copy total from Line 1 to Line 4 of the Tax Return. You DO NOT need to complete the back (Page 2) of the Tax Return.
- Line 2: OTHER TAXABLE INCOME** (From Federal Schedules C, E, F, K-1, 1099-MISC, 1099-NEC, W2-G) complete Worksheet A on the back of the Tax Return. Copies of ALL Federal Schedules, K-1's, 1099-MISC, 1099-NEC & W2-G's MUST be attached to your tax return when filing.
- Line 3: ADJUSTMENTS** (Part year residents, income not subject to tax, etc.) complete Schedule X on the back of the Tax Return. Copies of ALL Federal Schedules MUST be attached to your tax return when filing.
- Line 4: TOTAL TAXABLE INCOME** Add lines 1, 2 & 3. Losses from OTHER TAXABLE INCOME (Line 2) may NOT be used to reduce W-2 income from Line 1. (Example: a loss on a rental property or business cannot reduce the Gross Wages from Line 1, resulting in a refund).
- Line 5: MUNICIPAL TAX** Multiply Line 4 by the current Van Wert City Income Tax rate of 1.72% (.01720) established by Van Wert City Ordinance §39A.01(A)(2). Enter total on Line 5. This is your **Tax Liability**.
- Line 6: CREDITS** Van Wert City SCHOOL DISTRICT taxes are NOT considered credits on your Van Wert CITY INCOME TAX Return. The School tax withheld will likely appear in the same box on your W-2 (Box 19 – Local Income Tax) as your Van Wert CITY INCOME Tax withheld. The school tax code may appear as: SD 8104, 8104 VW, etc. in Box 20 of your W-2 (Locality name). The SCHOOL tax is paid in addition to the Van Wert City INCOME TAX. The SCHOOL tax is collected by the State of Ohio and not the Van Wert City INCOME TAX office.
- 6a. VAN WERT CITY INCOME TAX WITHHELD by EMPLOYER** Enter the total from all W-2's of the amount of withheld by your employer and remitted to our office on your behalf. This can be found in Box 19 (Local income tax) of your W-2. The code may appear as: Van Wert, VW, VanW, VWCity, etc. in Box 20 (Locality name) of your W-2.
- 6b. ESTIMATED TAX PAID** Enter the total amount of the Quarterly Estimated Payments you have made in accordance with State of Ohio House Bill 5. These payments were due: April 15<sup>th</sup> 2024, June 15<sup>th</sup> 2024, September 15<sup>th</sup> 2024 and January 15<sup>th</sup> 2025. **Failure to remit these payments in full and on time will result in Underpayment Penalty & Interest.**
- 6c. OTHER OHIO Municipal / Village tax Withheld by Employer** Van Wert City Residents receive credit for tax paid to another OHIO Municipality or Village. The allowable credit is 50% of the tax withheld when the taxing Ohio Municipal or Village tax rate is 1.72% or less. If the taxing Ohio Municipality or Village has a tax rate greater than 1.72% a credit of 50% of the tax withheld up to the Van Wert City Income Tax rate of 1.72% will be allowed. (Example: Van Wert Resident works in a Ohio municipality with a 2% tax rate. The gross wages of \$40,000 at 2% tax = \$800.00 tax withheld. The gross wages of \$40,000 at the Van Wert City Income tax rate of 1.72% = \$688.00. The credit in this instance would be \$344.00 [50% of \$688.00 NOT 50% of \$800.00]). Taxes paid to Indiana "Counties" are not considered as credit for the City of Van Wert. Copies of ALL W-2s for taxes withheld and paid to other OHIO municipalities and villages MUST be attached to the tax return for the credit to be received.
- 6d. CREDIT CARRY OVER** Enter the amount that was carried over to 2024 ("CREDIT TO NEXT YEAR DECLARATION") when your 2023 Van Wert City Income Tax Return was filed. Refunds are not considered as Credit Carry Over.
- 6. TOTAL CREDITS** Add lines 6a, 6b, 6c and 6d. Enter total on line 6.
- Line 7: TAX DUE** Line 5 (Municipal Tax) MINUS Line 6 (Total Credits) is the total amount of TAX DUE for tax year 2024. Enter this total on Line 7. The total amount due MUST accompany the tax return or be paid in full on or before the due date of April 15, 2025. If you were not required to make quarterly estimate payments for the 2023 tax year and you are filing your return on or before the April 15, 2025 due date, carry the total due on Line 7 to Line 9. If the Tax Return is filed AFTER the April 15, 2025 due date and/or the required estimate payments were not made for 2024 then complete Line 8 of the Tax Return.

**Line 8: PENALTY, INTEREST and FEES** Waived ONLY if tax return is filed on or before April 15, 2025 and ALL Estimate Payments were made in full and on time according to the schedule below (Mandated by ORC 718 – House Bill 5 – Municipal Income Tax Uniformity):

**1<sup>st</sup> Quarter:** 22.5% of the tax liability is due by **April 15<sup>th</sup>**

**2<sup>nd</sup> Quarter:** 45% of the tax liability is due by **June 15<sup>th</sup>**

**3<sup>rd</sup> Quarter:** 67.5% of the tax liability is due by **September 15<sup>th</sup>**

**4<sup>th</sup> Quarter:** 90% of the tax liability is due by **December 15<sup>th</sup> (BUSINESSES)**

**4<sup>th</sup> Quarter:** 90% of the tax liability is due by **January 15<sup>th</sup> (INDIVIDUALS)**

**8a. UNDERPAYMENT of ESTIMATED TAX PENALTY** Failure to have 90% of your city of Van Wert tax liability paid via withholding credits and/or estimated payments will result in a penalty of 15% of the amount not timely paid. This penalty applies to EACH quarter that was not paid on or before the due date.

**UNDERPAYMENT of ESTIMATED TAX INTEREST** In addition to underpayment penalty, a uniform interest rate will also be applied to estimated payments not timely paid. This uniform rate will be the Federal Short Term rate plus 5% per annum. (See “Notice of Income Tax Penalty / Interest Change” on the Van Wert City Website [www.vanwert.org](http://www.vanwert.org) [City Departments & Forms, Income Tax Office] for the current interest rate). Add Underpayment Penalty & Interest and enter on Line 8a.

**8b. LATE FILING FEE** A late filing fee of \$25.00 will be added to all tax returns received after the filing due date of April 15, 2025. The late filing fee will only be waived for one tax return per account/individual. To ensure that your return is filed on time, it is recommended that the tax return be hand delivered to the tax office.

**8c. INTEREST on EXTENSION** Interest will be applied to any balance not paid on or before the April 15, 2025 due date. Extension of time to file is NOT an extension of time to pay. All Tax Returns on Extension with a balance due when filed will be assessed interest on the amount due. (See 8a UNDERPAYMENT of ESTIMATED TAX INTEREST above for interest rate details) Please note that extension of time to file does NOT waive the estimated tax requirement and quarterly payments for tax year 2025 must be paid according to the schedule above. (See Line 8 PENALTY, INTEREST and FEES for quarterly due dates).

**8. TOTAL PENALTY, INTEREST and FEES** Add lines 8a, 8b and 8c. Enter total on line 8.

**Line 9: TOTAL TAX, PENALTY, INTEREST & FEES DUE** Add lines 7 and 8. Enter total on line 9. The total on line 9 is due in full on or before April 15, 2025. Amounts of \$10.00 or less are not payable, refundable or considered as a credit carry over to the next tax year.

**Line 10: OVERPAYMENT** If line 9 is less than line 5 enter amount to be refunded on line 10a. To credit overpayment to 2025 enter amount on line 10b.

**2025 DECLARATION OF ESTIMATED TAX (REQUIRED IF TAX DUE IS / OR WILL BE OVER \$200.00)**

Any TAXPAYER, BUSINESS or INDIVIDUAL, is required to file an estimated tax form if the amount owed the city of Van Wert, Ohio (over the withholding amount) is \$200.00 or more in a calendar year. To Clarify: If your city of Van Wert tax is not fully withheld by your employer, you MUST make estimated tax payments according to the schedule on line 8 of these instructions

**Line 11: INCOME SUBJECT TO TAX** Enter the approximate amount you expect to make in 2025. Multiply by the current Van Wert City Income Tax rate of 1.72% (.01720). Enter this total on line 11.

**Line 12: LESS EXPECTED TAX CREDITS** (See Line 6 instructions for credit information)

**12a. VAN WERT TAX WITHHELD BY EMPLOYER** (see 6a instructions for explanation)

**12b. OTHER OHIO Municipality / Village tax withheld – at 50% CREDIT** (see 6a instructions for explanation)

**12. TOTAL CREDITS** Add lines 12a and 12b. Enter total on line 12.

**Line 13: NET TAX DUE** Subtract line 12 from line 11. Enter total on line 13. (If Net Tax Due is less than \$200.00, no declaration is required)

**13a. CREDIT CARRY OVER** Enter amount on line 10b of 2021 return if over \$10.00.

**Line 14. AMOUNT PAID WITH THIS DECLARATION** Divide line 13 by 4 then subtract line 13a. Enter total on line 14. A minimum of 22.5% of line 13 is due with this return by April 15, 2025.

**TOTAL AMOUNT DUE ON OR BEFORE APRIL 15, 2025** Add line 9 and line 14.

**\*\* REMIT PAYMENT, SIGNED TAX RETURN AND ALL SUPPORTING FEDERAL SCHEDULES AND W-2 FORMS. \*\***