

## INSTRUCTIONS FOR COMPLETING FINAL RETURN

**NOTE:** If requesting extension, a copy of Federal Extension is required prior to due date of city return. Extension request is for filing purposes only. If anticipating tax due, tax must be paid with extension request or interest will be assessed at time of filing return.

**Line 1** List W-2 Income for Individuals (Corporations start on Line 2). Individuals under 18 years of age need not file. The following are exempt from City tax: Military pay for service in the armed forces, welfare payments, disability payments, pensions, social security, interest, dividends, capital gains and cafeteria plans. The following are taxable to city when earned: 401-K, tax shelters, etc.

**Line 2** Business Income: Attach all applicable Federal Schedules or Federal Returns to substantiate the profit or loss claimed.

**Line 3** Partnership Income etc: Attach necessary verification.

**Line 4** Rental Income or loss: Attach Federal Schedule E with addresses of all rental property.

**NOTE:** Line 2, 3 and 4; a loss can be taken against withholding from Line 1. Losses can be carried forward 5 years.

**Line 5** Line 1 (Individuals only) plus or minus Line 2, 3 or 4 if applicable (use Line 2, 3 or 4 for Business, Partnership or Rental profit or loss). Include applicable verification.

**Line 6** Taxable income from Line 5 multiplied by .017 (1.7%).

**Line 7** Tax withheld by your employer and paid to Marietta.

**Line 8** Amount paid toward Estimated tax or credit from previous return to be applied to tax due.

**Line 9** Income tax paid to other municipalities (100% credit not to exceed 1.7%). Include name of municipality and verification of amount of tax paid.

**Line 10** Tax due from Line 6 minus Line 7, 8 and 9 if applicable.

**Line 11** For a return filed after due date:

Penalty: 10% (ten percent) of amount of unpaid balance.

Interest: All monies unpaid after taxes become due shall bear interest at the rate of 1% per month of unpaid balance.

**Line 12** Enter amount due: If filed late add line 10 and 11. Payment must accompany return.

**NOTE:** Tax under \$1.00 – no payment required but return must still be filed. An amount under \$1.00 will not be refunded.

**Line 13** Overpayment can be credited to next year's tax liability. Proper verification must be attached before credit can be given or refund issued.

**NOTE:** If you filed the previous year but have not informed the tax office of your change of location (address or job) please file this return and state condition of change.

## INSTRUCTIONS FOR COMPLETING DECLARATION

**LINE 14** Total Estimated Income subject to tax.

**Line 15** Estimated Tax 1.7% (.017) of Line 14.

**Line 19** Balance (Line 17 less Line 18). Take amount of tax due, subtract credit carryover from previous year or amount paid on prior Declaration if applicable; multiply by .225 (22.5%) to arrive at quarterly payment.

**Line 20** At least 22.5% of this Declaration must accompany this return.

## **2005 DECLARATION AND RETURN PAYMENT CALENDAR**

<b>APRIL 30, 2005</b>	<b>JULY 31, 2005</b>	<b>OCTOBER 31, 2005</b>	<b>JANUARY 31, 2006</b>	<b>APRIL 15, 2006</b>	<b>APRIL 30, 2006</b>
File Declaration with payment (22.5%)	Make 2nd quarterly payment (45%)	Make 3rd quarterly payment (67.5%)	Make 4th quarterly payment (90%)	File returns. Pay quarterly payment	File Declaration with payment (22.5%)