

## INSTRUCTIONS FOR PREPARING STRYKER VILLAGE INCOME TAX RETURN

**Heading:** If this return is made for a period of time other than the calendar year, insert the beginning and ending date of the period. Enter your name, address, and social security number. If it is not already printed on your return or needs corrected. If you do not have an account number, one will be assigned upon receipt of your return.

- Line 1** Enter **Total** amount of all gross compensation from all W-2 forms for the tax year as listed on your return. Each W-2 form should be examined in all Wage areas for the highest wages. Income taxable by the city may differ from income taxed by the Internal Revenue Service. **Be sure to attach all W-2 forms.** A W-2 form photocopy will be accepted.
- Line 2** Enter total amount of other income. (Schedule C, E, H & X)
- Line 3** Enter Total of Line 1 (Gross Earnings) and Line 2

### TAX AND CREDITS

- Line 4** Multiply amount on Line 3 by 1.5%. Enter total on this line. This is your **Tax Liability.**
- Line 5** Amount paid on a Declaration of Estimated Tax will appear on this line.
- Line 6** Enter Stryker Village Tax Withheld
- Line 7** Overpayments from preceding year.
- Line 8** Enter total tax credits withheld from other cities. Credit cannot exceed 100.0 of tax withheld up to 1.00 of income earned in each location.
- Line 9** Add lines 5 through 8. This is your total credits.

### REFUND

- Line 10** If line 9 is greater than line 4, this is the tax you overpaid.
- Line 11** Enter amount you want applied to next years estimated tax. (Less than \$1.00 not credited)
- Line 12** Enter amount you want refunded after being audited by the Tax Department, (Less than \$1.00 not refunded)

### TAX DUE

- Line 13** Subtract Line 9 from Line 4. Enter the difference here. Amount you owe. (Less than \$1.00 **NOT** due)
- Line 14** Penalty is \$15.00 for late Filing, Late pay and Late Estimate. Interest Rate is .833 per month, or fraction thereof.

### DECLARATION OF ESTIMATED TAX

- Line 15** Enter total estimated income.
- Line 16** Amount from Line 15 multiplied by a tax rate of 1.5%
- Line 17** Enter any Stryker tax to be withheld or credit for tax withheld/paid to another city
- Line 18** If applicable, enter overpayment from previous year (Credit Line 11) If credit Line 11 exceed Line 20, credit will carry over into 2<sup>nd</sup> quarter payment. No estimate tax will be due at this time, unless you want to pay your remaining estimate balance in full for the year.
- Line 19** Net estimated tax due (subtract Line 17 and 18 from Line 16)
- Line 20** Minimum amount due for the first quarter. (multiply Line 19 by 25%)

### AMOUNT YOU OWE

- Line 21** **AMOUNT DUE WITH THIS FORM** (add line 13, 14 and 20) payable on or before **APRIL 15.**

**ALL W-2 FORMS AND APPROPRIATE FEDERAL SCHEDULES MUST BE ATTACHED TO THE BACK OF TAX RETURN TO BE COMPLETE. IF NOT ATTACHED, THEY WILL BE RETURNED MARKED INCOMPLETE AND WILL NEED TO BE RESUBMITTED WITH PROPER SUPPORT DOCUMENTATION WITHIN 10 DAYS.**

**SIGNATURE-YOUR TAX RETURN MUST BE SIGNED AND DATED BEFORE SUBMITTING IT TO THE STRYKER VILLAGE TAX DEPARTMENT. A RETURN IS NOT FILED WITHIN THE MEANING OF THE LAW, UNTIL SIGNED BY THE TAXPAYER OR AN AGENT LEGALLY AUTHORIZED TO SIGN TAX RETURNS FOR SUCH TAXPAYER. ANY RETURN RECEIVED UNSIGNED WILL BE RETURNED FOR PROPER SIGNATURE.**