INDIVIDUAL TAX RETURN INSTRUCTIONS

W-2 Table Instructions
Date Wages were earned – Enter dates employed for each W-2.

Employer/Location – Enter name of employer and work municipality.

Column 1a – Enter W-2 Gross Wages from Box 5 or Box 18 whichever is greater.

Column 1b – Enter tax withheld for Parma Heights from Box 19 of W-2.

Column 1c – Enter tax withheld for other localities from Box 19 of W-2.

Column 1d – Multiply gross wages (Column 1a) by Parma Heights credit limit of 2.0%.

Column 1e – Enter the lesser of Column 1c or Column 1d.

Line 1 - W-2 Wages
Enter total W-2 Wages from Column 1a.

Line 2 – Adjustment to Wages
Deductions include: 2106 expenses, days worked outside of Parma Heights, under 18, military pay, and part-year resident.

Line 3 – Adjusted W-2 Wages
Subtract line 2 (adjustments to wages) from line 1 (total gross wages).

Line 4 – Business/Rental Income
Utilize Schedule B of Resident Business Income Worksheet found on back of return. If profit on line 16 column G enter amount. If loss on line 15 column G enter $0.

Line 5 – Other Income
Enter gambling winnings or miscellaneous income not entered on Schedule B of Resident Business Income Worksheet.

Line 6 – Total Taxable Income
Add lines 3, 4, and 5.

Line 7 – Tax Due
Multiply line 6 by 3.0%.

Line 8 – Parma Heights Tax Withheld
Enter the total tax withheld from the W-2 Table Column 1b.

Line 9 – Other Localities Taxes Withheld
Enter the other localities total tax withheld from the W-2 Table Column 1e.

Line 9a – Credit for Business Taxes Paid
Utilize Schedule B of Resident Business Income Worksheet found on back of return. Enter amount from Column G line 21.

Line 10 – Estimated Taxes Paid to Parma Heights
Enter estimated taxes paid to the City of Parma Heights for tax year 2016.

Line 11 – Overpayment from Prior Year
Enter any overpayment or tax credit from prior year.

Line 12 – Total Credits
Add lines 8, 9, 10, and 11.

Line 13 – Tax Due after Credits
If line 7 is greater than line 12 (if not skip to line 15), then enter the difference on line 13 only if amount is greater than $10.00. If amount is $10.00 or less, enter $0.

Line 14 – Penalty & Interest
For office use only.

Line 15 – Overpayment
If line 7 is less than line 12 (if not skip to line 18), then enter the difference on line 15 only if amount is greater than $10.00. If amount is $10.00 or less, enter $0.

Line 16 - Credit Carryforward to Next Year
Enter the amount of overpayment (line 15) to apply to next year's annual return. Also enter this amount on Line 23.

Line 17 – Amount of Refund
Subtract line 16 from line 15. Note: Amounts $10.00 or less may not be refunded.

Line 18 – Estimated Taxable Income for 2017
Enter your 2017 taxable income and then multiply by 3.0% and enter on line 18.

Line 19 – Estimated Taxes Withheld for Parma Heights
Enter the amount of taxes you estimate to be withheld for Parma Heights.

Line 20 – Estimated Taxes Withheld by Other Municipalities
Enter the amount of taxes you expect to be withheld for other municipalities. Note: this amount cannot exceed 2.0%.

Line 21 – Net Estimated Taxes
Subtract lines 19 & 20 from line 18. This is your full-year 2017 estimated taxes due. If amount is $200 or less, you are not required to submit estimated taxes.

Line 22 – 1st Quarter Estimated Taxes Due
Multiply line 21 by 25%.

Line 23 – Credit for 2016 overpayment
Enter amount from line 16.

Line 24 – Estimate Due
Subtract line 23 from line 22. If less than zero, then enter $0.00.

Line 25 – Total Amount Due
Add lines 13, 14, and 24. This is the amount due to the City of Parma Heights. Please make your check payable to the **City of Parma Heights.**