

**TAXABLE INCOME INCLUDES (but is not limited to)**  
(ORC 718.01)

Wages, salaries, and other compensation  
Bonuses and tip income  
Commissions, fees and other earned income  
Employer supplemental unemployment benefits (SUB pay)  
Net rental income  
Net profits of business, profession, or corporation, etc.  
Income from partnerships, estates or trusts  
Ordinary gains and losses as reported on federal forms  
Prizes, awards, gaming, wagering, lotteries, or games of chance  
insurance

**INCOME NOT SUBJECT TO VILLAGE INCOME TAX**

Interest, dividend and royalties  
Pension and retirement benefits  
Social Security, Railroad Retirement  
Unemployment, Welfare, and Disability Benefits  
Child support, alimony  
Pay or allowance of active members of the Military  
Earnings of persons under 18 years of age  
Intangible income  
Proceeds from insurance, annuities, workers' compensation

**2025 GENERAL INFORMATION**

**1) WHO MUST FILE:**

- a) **Residents:** all resident individual taxpayers, 18 years of age and older as of the end of the tax year, must file an annual municipal income tax return with the Municipality, for any taxable year for which the taxpayer is subject to the tax, regardless of whether or not income tax is due.
- b) **Retired Residents:** retirees having no Municipal Taxable Income for this municipality income tax purposes may file with the Tax Administrator a written exemption from these filing requirements on a form prescribed by the Tax Administrator. The written exemption shall indicate the date of retirement and the entity from which retired. The exemption shall be in effect until such time as the retiree receives Municipal Taxable Income to this municipality, at which time the retiree shall be required to comply with all applicable provisions of the ordinance.
- c) **Partial Year Resident:** if you were a resident of the Village of Hartville for only a portion of the year, you must file and report the income earned during the period of your residency. If your W-2 indicates wages for 12 months, divide the wages by 12 and multiply that amount by the number of months you resided in the Village of Hartville. Use the same formula when figuring Credit Income Tax Paid Other Municipalities.
- d) **Non-Residents:** the Tax Administrator shall accept on behalf of all nonresident individual taxpayers a return filed by an employer, agent of an employer, or other payer located in the Municipality when the nonresident individual taxpayer's sole income subject to the tax is the qualifying wages reported by the employer, agent of an employer, or other payer, and no additional tax is due to the Municipality.
- e) **Every Business Entity:** (individual, proprietorship, partnership, corporation, profession, etc.) whether a resident or non-resident who conducts a business in the Village of Hartville must file a return and pay any tax on the net profit. If you have a net loss, you are still required to file a return. (The portion of a net operating loss sustained in any taxable year allocable the Village of Hartville may be applied against the portion of the profit of succeeding year(s), but not more than five consecutive taxable years following the taxable year in which the loss was incurred. No portion of a net operating loss shall be carried back against net profits of any prior year.

**2) WHEN AND WHERE TO FILE RETURNS:** Taxpayers, who end their year on December 31, must file on or before April 15th. Taxpayers on a fiscal or partial year basis must file on or before the fifteenth day of the fourth month following the end of such period. The return is to be filed with: **VILLAGE OF HARTVILLE, INCOME TAX DEPT., PO BOX 760, HARTVILLE, OH 44632.** For Questions, call 330-877-9222.

**3) TAX CREDIT:** Every individual resident taxpayer who has paid a municipal income tax to another Municipality shall be allowed a credit of 1% of wages that taxes were imposed upon by that municipality toward the tax imposed by the Village of Hartville for net profits, salaries, qualifying wages, commissions, other compensation or other income for work done, services performed, or business transacted outside of the Village.

**4) WORKING FROM HOME:** Hartville residents working from home who have filed for a refund of local taxes from any other taxing jurisdiction should not claim a credit on their Hartville tax return for the amount of the refund requested or received. If a Hartville resident subsequently files for a refund from another taxing jurisdiction, for which they had claimed credit on their Hartville return, they must amend their Hartville tax return to reduce the credit originally claimed.

**5) EXTENSION OF TIME TO FILE:** Any taxpayer that has duly requested an automatic extension for filing the taxpayer's Federal income tax return shall automatically receive an extension for the filing of a municipal income tax return. The extended due date of the municipal income tax return shall be the eleventh day of the eleventh month after the last day of the taxable year to which the return relates. An extension of time to file under Ordinance 1-23.28 is not an extension of the time to pay any tax due unless the Tax Administrator grants an extension of that date.

**6) BUSINESS, RENTAL INCOME AND LOSSES:** Business or rental income may be decreased by business or rental losses.

**7) NET LOSS CARRIED FORWARD LIMITATION:** For taxable years beginning in 2018, 2019, 2020, 2021 or 2022 you may not deduct more than fifty percent of the amount of the deduction otherwise allowed by ORC 718.01 for losses incurred in taxable years beginning on or after January 1, 2018. For taxable years beginning in 2023 or thereafter, a person may deduct the full amount from net profit to the extent necessary to reduce municipal taxable income to zero, with any remaining unused portion of the net operating loss carried forward to not more than five (5) consecutive taxable years, but in no case for more years than necessary for the deduction to be fully utilized.

**8) DECLARATION OF ESTIMATED TAX FOR THE FOLLOWING YEAR:**

- a) On or before the fifteenth day of the fourth month after the beginning of the taxable year, twenty-two and one-half per cent of the tax liability for the taxable year.
- b) On or before the fifteenth day of the sixth month after the beginning of the taxable year, forty-five per cent of the tax liability for the taxable year.
- c) On or before the fifteenth day of the ninth month after the beginning of the taxable year, sixty-seven and one-half per cent of the tax liability for the taxable year
- d) For an individual, on or before the fifteenth day of the first month of the following taxable year, ninety percent of the tax liability for the taxable year.
- e) For a person other than an individual, on or before the fifteenth day of the twelfth month of the taxable year, ninety per cent of the tax liability for the taxable year.

**9) AUTHORIZATION CHECKBOX:** When using the services of a tax preparer, our office may need to discuss your tax matters with him or her. If you wish to grant such permission, check the box located above the signature line on Page 1.

**10) SIGNATURE:** Do not fail to sign and date your return. **A tax return is not legally filed until signed by the taxpayer or a legally authorized agent.**

**11) PENALTY AND INTEREST:**

- a) **Penalty:** Fifteen per cent (15%) of the amount not timely paid. **Enter on Line 7A.**
- b) **Interest:** Federal short-term rate plus 5% per annum, on all unpaid income tax, shall be assessed per month or fraction of a month. **Enter on Line 7B.**
- c) **Late Filing Penalty:** Returns not filed in a time manner will incur a penalty of twenty-five dollars (\$25.00). If it is a tax payers first failure to file timely then the penalty will be abated/refunded after the tax payer files such return.

**12) PART YEAR RESIDENT:** Attach the computation of part year allocation, and indicate the date of move into or out of Hartville.

**13) PROPER ATTACHMENTS:** Tax returns will be considered incomplete if W-2's and IRS form 1040 are not attached.

## RETURN INSTRUCTIONS INDIVIDUALS

**Taxable Income means wages, salaries, tips, commissions, net profits and any other compensation as defined in Ordinance 1-18.01**

**PAGE 1.** Complete Name, Address and Social Security Number. Follow remaining Line Instructions.

**Line 1** Wages: Enter your **HIGHEST** gross wages listed on the W-2(s). Attach copies. See above for taxable income and income not subject to Village income tax.

**Line 2** Other Taxable Income: (income other than reported on form W-2)

**A** Business Profit/Loss: Complete Page 2 Section A or Schedule Z (Attach Federal Forms)

**B** Rental Income/Loss: Complete Page 2 Section B (Attach Federal Forms)

**NOTE: Business or rental losses may not be used to offset wages**

**Line 3** Taxable Income: Line 1 plus Line 2C

**Line 4** Village Tax Due: **1.5%** of Line 3

**Line 5** Credits:

**A** Hartville Income Tax Withheld by Employer(s).

**B** Income Tax Paid Other Municipalities (**Not To Exceed 1.0% of box 18 on Each W-2 Separately**) **NOTE: WITHHOLDING IN EXCESS OF 1.0% FROM ONE W-2 MAY NOT BE USED AS CREDIT TOWARDS ANOTHER W-2 FOR EARNINGS WITHHELD AT LESS THAN 1%.**

**C** Overpayment from prior year

**D** Estimated Tax Payments

**E** Total Credits (**Add Lines A,B,C,D**)

**Line 6** Balance Tax Due: If Line 4 is greater than Line 5E enter amount due. (**Payment in full must accompany return**)

**Line 7** Penalty, Interest and Late Filing Penalty:

**A** Penalty - Fifteen per cent (15%) of the amount not timely paid. **Enter on Line 7A.**

**B** Interest – Federal short-term rate plus 5% per annum, on unpaid income tax to be assessed per month or fraction of a month. **Enter on Line 7B**

**C** Late Filing Penalty - Twenty-five dollars (\$25.00) for a return not filed timely. **Enter on Line 7C.**

**Line 8** Total Amount Due and Payable To The Village of Hartville (**Line 6 plus total of line 7**)

**Line 9** Overpayment to Be Refunded or Credited to Next Year Estimate.

**NOTE: NO REFUND WILL BE MADE UNLESS 2024 TAX YEAR DECLARATION IS MADE**  
**NOTE: NO TAXES OR REFUNDS OF \$10.00 OR LESS SHALL BE COLLECTED OR REFUNDED**

Contact the Hartville Income Tax Department at 330-877-9222 or email [aphillips@hartvilleoh.com](mailto:aphillips@hartvilleoh.com) if you have questions.

## NET PROFITS - BUSINESS

**CORPORATIONS, PARTNERSHIPS, S-CORPS, PROPRIETORSHIP, ESTATE & TRUSTS, ASSOCIATIONS, OTHER BUSINESS ENTITIES.** Net profits determined on basis of information used for Federal Income Tax purposes, reconciled to village taxable income.

**PAGE 1. COMPLETE NAME, ADDRESS, FEDERAL ID#**

**PAGE 2. FOLLOW LINE INSTRUCTIONS, THEN RETURN TO PAGE 1, LINE 4 TO COMPUTE TAX DUE. ATTACH COPIES OF APPLICABLE SCHEDULES.**

**SECTION A –** For partnerships, corporations, fiduciaries, associations, and nonresident business entities doing business within and outside Hartville. List each business separately. If more space is needed, attach a separate schedule.

**SECTION B - INCOME FROM RENTS:**

A Hartville Income Tax Return must be filed even if a Net Loss has been incurred.

RESIDENTS of Hartville are subject to the Village Income Tax on the net profit of all rental property, regardless of location,

NON-RESIDENTS of Hartville are subject to tax on the portion of such net profit earned from property located in Hartville.

Attach Federal Schedule E and enter total on line 2B on page 1.

**SCHEDULE X – RECONCILIATION WITH FEDERAL INCOME TAX RETURN**

This Schedule is used to adjust the Federal Net Income to the Hartville Taxable Income.

**SCHEDULE Y - BUSINESS ALLOCATION FORMULA:**

For partnerships, corporations, fiduciaries, associations and nonresident business entities doing business within and outside Hartville, if actual records of their Hartville business are not maintained separately. If the taxpayer did not have a place of business outside Hartville during the filing period, the business allocation percentage is 100%.

**SCHEDULE Z- CALCULATION OF TAXABLE BUSINESS INCOME**

Line 1. Enter business income section A.

Line 2 A. Enter items not deductible from Schedule X line K

Line 2 B. Enter item not taxable from Schedule X line R

Line 3 A. Adjusted Net Income (line 1+/- line 2c)

Line 3 B. Amount allocable to Village of Hartville. From Schedule Y step 6

Line 4. Total business income prior to net loss carry forward

Line 5. Net loss carry-forward used cannot be more than line 4 (from worksheet: see [www.hartvilleoh.com](http://www.hartvilleoh.com) Public Forms and Permits)

Line 6. Taxable business income/(loss) (Enter on page 1 line 2A)