

**PREPARING THE ANNUAL INDIVIDUAL RETURN FORM IR**

**WEST ALEXANDRIA TAX DEPARTMENT  
16 NORTH MAIN STREET  
WEST ALEXANDRIA OH 45381**

**Telephone: (937) 839-5089  
Fax: (937) 839-1102  
watax@bizwoh.rr.com**

1. **TAX PERIOD:** Fill in the year for calendar period, for fiscal period, or partial calendar year, (i.e., June 30, 20\_\_ through December 31, 20\_\_).
2. **TAXPAYERS'S NAME AND ADDRESS:** if not preprinted, print name and address. If married, print both names. Note: If married, return must be filed jointly. If not married, but living at same address, you must file separately. Print Social Security Number(s).
3. **COLUMN 1:** Print the name of company for each W-2 or 1099 you are attaching to the return. NOTE: If working in various locations for the same company, a breakdown for each municipality must accompany the return.
4. **COLUMN 2:** Print the city and state where you worked for each W-2 or 1099 attached to the return.
5. **COLUMN 3:** Enter amount of local tax withheld that was remitted to the Village of West Alexandria.
6. **COLUMN 4:** (a) Full year reporting. Enter amount of local tax withheld, if any, (see Local Box on W-2) that was remitted to a municipality other than West Alexandria. (Note: you must separate each W-2 and 1099 for reporting purposes, even if income was from same employer). The amount reported is NOT to exceed 1/2% of wage reported in the local wage box OR Medicare box of the W-2 whichever is the larger amount or 1/2% of the gross amount on Form 1099. (Example: gross wage is \$32,000 and the amount of withholding was \$480.00, you can only report a withholding amount of \$160.00). (b) If you are filing a partial year return, you must prorate the wages and the withholding reported on the W-2 and/or 1099 that is applicable to the time of residency in the Village.
7. **COLUMN 5:** Enter the amounts reported in Local Wages or Medicare Box (whichever is the larger amount) for each W-2 and/or the amount of Gross Wages for each Form 1099.
8. **LINE 1:** Add the amounts reported in Columns 3, 4 & 5.
9. **LINE 2:** Enter the amount of either the profit or loss on income derived from rental property and attach a copy of Federal Schedule E from your Federal Income Tax return. (Net loss **CANNOT** be deducted)
10. **LINE 3:** Enter the amount of either the profit or loss on income derived from a business or profession that is subject to local taxation. Attach Schedule C,F, or 2106 as reported in your Federal Income Tax return. (Net loss **CANNOT** be deducted)
11. **LINE 4:** Enter the amount of either the profit or loss on income derived from partnerships subject to local taxation. Attach Federal Schedule E. (Net loss **CANNOT** be deducted)
12. **LINE 5:** Total lines 1,2,3, &4 and enter the amount.
13. **LINE 6:** Multiply line 5 x 1% (.01) and enter amount.
14. **LINE 7:** (A) Enter amount from column 3, if any  
(B) Enter the amount from column 4, if any  
(C) Enter amount of estimated tax paid or a credit from previous year.  
(D) Enter total of lines A, B, & C.
15. **LINE 8:** If line D is less than line 6, send in amount due. This amount must be paid **IN FULL** at the time of filing return.
16. **LINE 9:** If line D is larger than line 6 this is the amount of overpayment. If no tax has been withheld and sent to the Village of West Alexandria, no tax can be refunded. If tax has been withheld, but is less than total to be refunded, only the amount withheld and paid to the village will be refunded.
17. **LINE 10:** If you have overpaid tax, mark appropriate box for either a refund or declaration of estimated tax for the next year.

**Please make sure that the return is signed and dated by all parties applicable.**

**RETURNS ARE DUE BY APRIL 15.**

**INTEREST AND PENALTIES**

All taxes imposed and all monies due under the provisions of Ordinance #479 and remaining unpaid after they become due are subject to the following:

- For failure to pay taxes due – other than taxes withheld shall accrue a penalty of three percent (3%) per month or fraction thereof and
- For failure to pay taxes due shall accrue an interest rate of one-half percent (1/2%) per month or fraction thereof.
- With respect to any return not filed on time, or file a copy of a Federal Extension with the West Alexandria Tax Office by April 15, shall be subject to a late fee of \$100.00.

**A COPY OF THE COMPLETE INCOME TAX ORDINANCE IS AVAILABLE, UPON REQUEST, FOR A NOMINAL FEE, OR ONLINE AT [www.walexpreb.org](http://www.walexpreb.org).**

Help in preparing the local return , at no charge, is available by calling the Income Tax Office during office hours.

Wednesday 8:00 a.m. – 12:00 noon  
Thursday 8:00 a.m. – 12:00 noon  
Friday 8:00 a.m. - 12:00 noon & 1:00 p.m. – 4:00 p.m.