

INSTRUCTIONS FOR THE INDIVIDUAL FINAL RETURN

**IF YOU HAVE ANY QUESTIONS AFTER READING THESE INSTRUCTIONS
PLEASE CALL OUR OFFICE BETWEEN THE HOURS OF 8:00 AM AND 3:30 PM
AT (419) 755-9711**

Line 1. Enter total w-2 amount (use the highest wage amount from box 1, 3, 5 or 20). If you have more than one w-2, use Worksheet A on the back of the form. See line 7c instructions to figure 1% tax credit for each w-2. Send copies of all w-2s.

Line 2. Enter combined total from Worksheet B on the back of the form. Line 2 cannot be less than -0-. Send copies of your Federal Schedules to verify all amounts used.

Line 3. Enter total of lines 1 and 2.

Line 4. Enter total from Worksheet C on the back of the form. Send copy of Federal Forms to verify amounts.

Line 5. Subtract line 4 from line 3.

Line 6. Multiply line 5 by .0175 (1.75%).

Line 7.

- a. Enter total of Mansfield tax withheld from w-2s.
- b. Enter total of estimated payments made during the year and/or prior year credits. (Loss carry overs are not allowed).
- c. Use Worksheet A to figure amount of credit you can use. Enter gross amount from each out-of-town w-2. Multiply this .01 (1%). If this amount is the same as or less than what was withheld for that city, enter that amount in the column that says '1% Credit' on top. If the amount of tax withheld was less than 1% enter the whole amount withheld. If taxes were for more than one city on the same w-2, you must send a breakdown that shows each city wage and tax withheld. Add amounts for each and enter on line 7.
- d. Enter the sum of lines 7a, 7b and 7c.

Line 8. If line 6 is \$3.00 or more than line 7d, remit payment with this return by April 16, 2001 to avoid any penalties and interest. If line 6 is less than line 7d, put amount on line 12 to claim overpayment (**must be \$3.00 or more**).

Line 9. Include with your payment, \$25.00 for a late filing penalty, plus 1% balance due per month if you did not pay total amount due by April 16, 2001.

Line 11. Total due (Sum of Lines 8, 9 and 10). If less than \$3.00 do not remit payment, but you must still **send in form**.

Line 12. if line 7d is greater then line 6 enter amount (**this amount must be \$3.00 or more**).

- a. Enter amount of over payment (line 12) you want refunded.
- b. Enter amount of over payment (line 12) you want credited to next year.

YOU MUST SIGN YOUR RETURN