

MAIL TO:

CITY OF GENEVA
DIVISION OF TAXATION
44 NORTH FOREST STREET
GENEVA, OHIO 44041-1393

INDIVIDUAL RETURN AND BUSINESS NET PROFIT RETURN

INCOME TAX RETURN

FOR INDIVIDUALS AND CALENDAR YEAR END BUSINESSES

DUE: APRIL 15

**Due date for fiscal year end taxpayers is the fifteenth (15th) day
of the fourth month after the fiscal year end.**

Additional forms are available from our website: www.genevaohio.com

WHO MUST FILE A TAX RETURN (MANDATORY FILING):

ALL RESIDENTS and partial year residents of the City of Geneva who are 18 years of age or older as of the end of the tax year must file a return regardless of whether or not there is any tax due. Partial year residents owe tax on income earned while living in Geneva. All Non-Residents of the City who receive compensation for work done or services performed within the City of Geneva whose employer has not withheld City of Geneva income tax.

Non-Residents who own Rental Property situated within the City of Geneva.

Real Estate Agents and Insurance Agents who work for a broker located within the City of Geneva. Total commissions earned are attributable to Geneva regardless of where property is sold or where the agent resides. Businesses, contractors, and subcontractors located or doing business within the City of Geneva.

Geneva does not have the capability to accept forms filed electronically. It is your responsibility to file the paper tax return that you received or were given by your tax preparer.

INCOME NOT SUBJECT TO THE TAX:

Pensions received, annuities received, interest income, dividend income, social security income, capital gains on investments, alimony, child support, proceeds from insurance, welfare, unemployment benefit payments paid by the State of Ohio, and Active Duty military pay.

INDIVIDUALS UNDER 18 may be eligible for a refund of City of Geneva income tax withheld. Attach a copy of a birth certificate or driver's license as proof of age. For individuals under 18, check the "Under 18" block and indicate date of birth.

EXTENSION REQUESTS: An Extension Request must be filed with this office by the original due date of the return to avoid the \$25 late filing penalty. Any anticipated tax due must be paid with the extension request since an extension of time to file does NOT extend the time to pay the tax. Request for an extension will be denied if account is delinquent in any way. An Annual Declaration of tax and **payment for first quarter taxes may also be due at this time**; see Requirement for Declaration of Estimated Tax on the back page of the tax return.

Should you need assistance in completing this form, or have questions regarding it, contact:

City of Geneva Income Tax
44 North Forest Street
(440) 466-3913
Email: taxadmin@genevaohio.com
Website: www.genevaohio.com

KEEP ONE COPY OF THE COMPLETED TAX FORM FOR YOUR RECORDS. Rev. 01/12