

2022
INDIVIDUAL INCOME TAX RETURN
GENERAL INFORMATION

Return is due on or before April 18, 2023

Additional information can be found on our website at delawareohio.net

You may file your return electronically at
delawareohio.net/government/departments/income-tax/e-file

If you need assistance completing your return, or for any questions, contact
the income tax office at incometax@delawareohio.net or 740-203-1225.

WHO MUST FILE: All Delaware residents and part-year residents are subject to the Delaware Income Tax and are required to file a tax return by April 18, 2023. Non-resident taxpayers who have income derived within the City of Delaware, and for whom the tax is not withheld by their employer, must file a Delaware income tax return by April 18, 2023.

Anyone receiving a pre-printed tax letter is on active status. Please notify the Tax Department in writing with full details of filing status changes for inactivation of account. If you are requesting that your account be inactivated due to your moving from the jurisdiction with no intent to return, although retaining a mailing address within the jurisdiction as your address of record, please enter the date of your move, and attach an explanation/supporting documentation with regard to your relocation.

EXTENSIONS OF TIME TO FILE: All taxpayers unable to file a completed return by April 18, 2023 can file for an extension before the due date of the return. Written requests for extension of time to file can be mailed, faxed or emailed to the tax office (see contact info at top right of this page). Any taxpayer that has duly requested an automatic six month extension for filing the taxpayer's Federal income tax return shall automatically receive an extension for the filing of their Delaware return. A copy of the Federal extension must be filed with the Delaware return.

IMPORTANT: An extension is not an extension of time for payment of tax. Payment of any tax balance due must accompany the filing of an extension request. All late payments are subject to penalty and interest.

PAYMENT: Payment may be made by check made payable to the City of Delaware and mailed to PO Box 496, Delaware Ohio, 43015. Payment may be made by electronic check or credit card at delawareohio.net/government/departments/income-tax/e-file.

DELAWARE NON-TAXABLE INCOME: retirement distributions, pensions and annuities, Social Security benefits, permanent disability, active duty and reserve military pay, unemployment compensation, third party sick pay, interest, dividends, pass through income from an s-corp, capital gains, alimony, child support, workers comp. This is not an all inclusive list. Contact our office if you are unsure if your income is taxable or non-taxable.

DELAWARE TAXABLE INCOME: salaries, wages, commissions, and other compensation, lottery or gambling winnings, as well as net profits from business activities reported on Federal Schedule C, E or F and pass through income from partnerships. Residents only may offset schedule profits with schedule losses. Income may not be deferred for City tax purposes. This is not an all inclusive list. Contact our office if you are unsure if your income is taxable or non-taxable.

DOCUMENTATION: All income, credits and deductions must be substantiated with legible copies of W-2s, 1099s, and proper Federal schedules. Credits and deductions will be disallowed if not properly documented.

CREDITS: A partial credit is allowed to residents for taxes due and paid to another city. This credit is the lesser of .50 of the tax paid to the other city, or .00925 of the income taxed by the other city and Delaware. Credit claimed must be supported by W-2s or copies of the other city's tax return along with copies of canceled checks showing payment of the other city's tax. Refunds from another city must reduce income used in credit calculation. Part-year residents must prorate credit on the same basis as income.

BUSINESS LOSSES: Losses from self-employment, partnership interests, rental property and other like businesses may not be used to offset W-2 or other non-schedule income. If utilizing applicable prior year losses to reduce 2022 profit attach copy of Federal schedule(s) showing loss(es) or provide loss schedule.

SIGNATURE: The tax return must be signed and dated. Please provide email address and daytime phone numbers for the taxpayer and tax preparer.

PART-YEAR RESIDENTS: A return must be filed by part-year residents living in the City for any part of 2022. Income, deductions, and credits may be allocated on a pro-rata basis or by employer verification (i.e., payroll check stubs or letter detailing income earned during Delaware residency).

PENALTY AND INTEREST: penalty and interest are charged for late filing of a tax return, or late payment of taxes or estimated taxes.

A late filing penalty may be imposed at the rate of \$25 per month (or fraction of a month) that a return remains unfiled. This late filing penalty applies regardless of the liability on the return. The late filing penalty shall not exceed \$150 for each failure to timely file. This penalty does not apply to the filing of a declaration.

A late payment penalty may be imposed on unpaid tax, or unpaid estimated tax, equal to 15% of the amount not timely paid.

Interest shall be imposed on all unpaid tax, or unpaid estimated tax. The interest rate to be applied each calendar year is the Federal short-term rate rounded to the nearest whole number percent, plus five percent. The rate shall apply for the calendar year next following the July of the year in which the Federal short-term rate is determined. Below are the rates for 2022 and 2023. Interest shall be charged for each month (or fraction of a month) that tax remains unpaid.

CALENDAR YEAR	ANNUAL INTEREST RATE	AS MONTHLY INTEREST RATE
2022	7%	0.58%
2023	7%	0.58%

REFUNDS: Refunds are issued in the order in which they are received. The Tax Department has up to 90 days (ninety) to issue a refund. Refunds will be issued by check mailed to the current address on the completed tax return.

If you are a non-resident and your employer withheld for Delaware on days you worked from a location outside of Delaware you may be due a withholding refund. Complete the top section of the form to include your name, address and social security number. Complete line 20 letters A through D and have your employer complete the employer certification section. Note that a list of dates worked out and work locations must be included with your refund request, or an explanation detailing how you are determining the amount of time worked outside Delaware.

DECLARATION OF ESTIMATED TAX DUE 2023:

WHO MUST FILE A DECLARATION: Every person shall file a declaration of estimated taxes due for the 2023 tax year if the estimated amount due after applicable withholding credits and prior year overpayments is \$200 or more.

If you are required to file a declaration and pay estimated tax payments and do not, you may be subject to penalty and interest. See above for penalty and interest rates. You must file a declaration by April 18, 2023 if you wish to receive reminders to make your quarterly estimated tax payments.

HOW TO DETERMINE YOUR DECLARATION: Complete lines 7, 8 and 9 of the Delaware tax form using 2022 taxable income and withholding credits from lines 3, 5A and 5B of the Delaware tax form. Adjustments can be made if taxable income and/or withholding credits are different for 2023. 2023 paystubs may also be used to calculate current tax liability and withholding credits as income is earned throughout the year. To have someone in the Income Tax Department assist with calculating your declaration contact our office at 740-203-1225 or incometax@delawareohio.net.

PAYMENT OF ESTIMATED TAX: Estimated tax due may be paid in full with the filing of the declaration but at a minimum must be paid in equal installments before April 15, June 15, September 15 and January 15. **Payments postmarked after these dates will be subject to late penalty and interest.**

A declaration of estimated tax due and estimated tax payments is not optional. If you expect to owe more than \$200 for the 2023 tax year you must make quarterly estimated tax payments or you will be charged a late payment penalty and interest, called a declaration penalty.

2023 Calendar of Estimated Tax Payment Due Dates

APRIL 18, 2023 File Declaration with 1/4th payment.
JUNE 15, 2023 Make 2nd quarterly payment.
SEPTEMBER 15, 2023 Make 3rd quarterly payment.
JANUARY 15, 2024 Make 4th quarterly payment.
APRIL 15, 2024 File return. Pay any balance.