

**INSTRUCTIONS FOR PREPARING CITY OF ONTARIO INCOME TAX RETURN – 2018**

**\*\*FAILURE TO PROVIDE ALL DOCUMENTATION IS CONSIDERED AN INCOMPLETE TAX FILING AND WILL BE SUBJECT TO A LATE FILING FEE\*\***

Line 1 Enter total qualifying wages (generally Box 5 or highest amount on W-2). If you have multiple W-2s complete Worksheet A. Attach ALL W-2(s), Federal Form 1040, pages 1 and 2, and 1099-s.

Line 2 Enter amount of Other Income. Provide Schedule C, E, H and any other documentation. Complete Worksheet B showing income and allowable loss carry forward from 2017 (50% allowed) to get overall profit/loss of other income.

**\*\*This other income cannot be deducted from W-2 income\*\***

Line 3 Total Income, Line 1 plus Line 2. If Line 2 is a negative amount, enter Line 1 total.

Line 4 Multiply Line 3 by 1.5% (0.015).

Line 5 A. Enter total Ontario tax withheld from W-2s (Worksheet A, Column 3).

B. Enter total estimate payments paid to the City of Ontario.

C. Enter prior year overpayments/credits.

D. Enter other city credits. Credit for W-2 is limited to 1.0% (0.01) of the gross taxed wages (Box 5/18) per each W-2. (Worksheet A, Column 4). Attach ALL W-2(s) to receive proper credit. (This credit is for **residents** only.)

E. Add Lines 5A through 5D, enter here.

Line 6 Subtract Line 5E from Line 4. If net tax due is less than ten dollars (\$10), payment is not required. If balance due is not paid by April 15, 2019 penalties and interest will be assessed. (See Lines 7 through 10).

Line 7 A \$25.00 per month – or partial month - (up to \$150.00 maximum) late filing fee will be assessed for returns filed after April 15, 2019 (postmarked or delivered to the office).

Line 8 PENALTY: A 15% penalty fee, one-time assessment, on any unpaid balance after April 15, 2019.

INSUFFICIENT ESTIMATED TAXES PAID PENALTY: If Line 6 is more than \$200.00 and is less than 90% of previous year's tax due, a penalty of 15% of taxes unpaid on the Declaration of Estimated Taxes will be assessed.

Line 9: INTEREST: A 7.0% per annum interest charge will be assessed on any unpaid balance after April 15, 2019.

Line 10 Add Lines 6 through 9. If less than ten dollars (\$10), no payment is required, but you still need to file the return. Make checks or Money Orders payable to the City of Ontario Income Tax Department. The City now accepts Credit Card payments in office and over the phone (an additional service fee will be charged).

Line 11 If Line 5E is greater than Line 4 enter an overpayment here (Amount must be over \$10).

A. Enter amount of overpayment (Line 11) you want refunded to you. Refunds of under ten dollars (\$10) will not be issued.

B. Enter amount of overpayment (Line 11) you want carried over to 2019.

Complete Lines 12 through 16 for Declaration of Estimated Taxes – See General Information

Line 12 Enter total amount subject to Ontario tax and multiply by 1.50% (0.015).

Line 13 Enter credits (Ontario withholding, other city allowable credit etc.).

Line 14 Subtract Line 13 from Line 12, enter amount here.

Line 15 Multiply Line 14 by 22.5% (0.225) enter here.

Line 16 Enter amount of overpayment (Line 11B – if any) and subtract from Line 15, for your first quarter 2019 estimate payment.

Line 17 Enter TOTAL amount due by adding Line 6 (2018 tax liability) and Line 16 (first quarter estimate payment for 2019).

**SIGN AND DATE THE RETURN**