

Tax Return Instructions for Forms DIR-1040 and DNR-1040

These instructions are applicable to City of Dublin returns DIR-1040 and DNR-1040. **Any errors or omissions from these instructions do not supersede Ohio Revised Code Section 718 or Dublin City Ordinance Section 38. These instructions are informational and may not be inclusive of all local tax laws.** If you have any questions about completing any of our forms and/or need tax forms, please call (614) 410-4460. **All forms and instructions are also available at www.dublintax.com.**

Municipal tax is paid first to the city where work is performed or income earned. Taxpayers may also have an additional tax liability to their city of residence based on how much credit the home city allows for taxes paid to where you work or earn your income.

Do I need to file? (You only need to file if any of the following apply):

1. You filed and paid the previous tax year. A final return is required to inactivate a tax account if you are no longer required to file.
2. All Dublin residents and part-year residents 18 years of age and older are required to file a tax return. If you are exempt because you are under the age of 18 or only received pension income or military pay, you should file a Declaration of Exemption Form (Form DIX-16) which can be found on our website www.dublintax.com.
3. All nonresidents of Dublin who earned income in Dublin and Dublin tax was not fully and/or correctly withheld. (Multiply the largest wage figure shown on your W-2 in Box 5 or 18 by 2.0%. If the withholding is correct, your result should equal the withholding shown in Box 19 of your W-2). If your W-2 is not correctly withheld, you will need to file a return. If your W-2 statement is correctly withheld, then you will not need to file with Dublin.
4. You were a resident of Dublin and engaged in a business or profession (including rental real estate) in Dublin whether the business showed a profit or a loss.
5. You were not a resident of Dublin, but you engaged in a business or profession (including rental real estate) in Dublin, whether the business showed a profit or loss.

Can we file a joint return?

A married couple may file a joint return regardless of the filing method used on their federal or state return. Joint returns must be signed by both spouses and include both social security numbers.

Do I use Form DIR-1040 or DNR-1040?

You can use Form DIR-1040 if you are a Dublin resident that had income taxable to Dublin. If you are a NON-Resident, you should use form DNR-1040. *Corporations (including S-corporations), partnerships, joint venture and fiduciaries (estates and trusts) must file using Form DBR-38.*

When and where do I file?

Returns must be filed on or before the fifteenth day of the fourth month following the close of the tax year. For 2024 calendar year taxpayers, this means the return is due April 15, 2025. Any taxpayer who has requested an extension for filing their Federal income tax return shall **automatically** receive the same extension for the filing of the City tax return (attach a copy). Taxpayers who have not received or requested a Federal extension may request an extension from the Dublin Division of Taxation provided the

request is received before the original due date of the return. An extension of time to file is **not** an extension of the time to pay any tax due.

If you are unable to pay any taxes owed, you should still file your annual return timely with the Division of Taxation and request a payment plan as soon as possible.

Where to File



MAIL: Paper returns filed by mail should be postmarked no later than **April 15, 2025**. ALL Forms and correspondence should be mailed to:

City of Dublin
P.O. Box 9062
Dublin, OH 43017-0962



IN PERSON ASSISTANCE/DROP-OFF

Our office is open Monday through Friday from 8am-5pm. During these hours you can walk in and drop off your return. You can also use our secure drive-up drop box to drop off your return, payment or response to an audit letters. Our physical location (drop box) is:

5555 Perimeter Drive
Dublin, OH 43017

What if I file or pay late?

Dublin imposes penalties and interest on taxes remaining unpaid after the due date. Thus, if you are unable to pay the full amount of tax owed, you should still file your return along with payment of as much of the tax due as possible.

Are there any special rules for refunds?

Refunds and credit carryforwards resulting from an overpayment of estimated tax may be requested using Form DIR-1040 (residents) or DNR-1040 (non-residents).

- Refunds must be greater than \$10.00 or they will not be issued.
- There is a three (3) year statute of limitations for claiming a refund or credit of any overpayment of city tax.
- **Mail refunds to:** Dublin Division of Taxation
PO Box 9062
Dublin, OH 43017-0962

What is taxable income?

For **RESIDENTS**, taxable income includes all salaries, wages, commissions and other compensation, before any deduction for such things like 401(k) deferrals, regardless of where it was earned. The income is taxable whether paid in cash, property or other consideration, including the reasonable value of meals, lodging and the like. Also, taxable income includes the net profits of all unincorporated businesses such as real estate and equipment rentals, sole proprietorships, trusts and a resident's share of partnership income (whether distributed or not) net of your net operating loss carry forward from tax year 2017. Net operating loss carry backs are not permitted for city tax purposes.

These unincorporated business profits are taxable regardless of where the business was conducted. You may be entitled to a credit for taxes paid to the city where your income was earned. If you are a partner in a partnership, you may be entitled to a credit for city taxes paid by the partnership. Such credits shall be allowed only to the extent of the tax assessed per Dublin City Ordinance Section 38.081. Report in Part B Column F, Page 1 of DIR-1040.

Can I reduce my taxable wages with unincorporated business losses?

NO. Dublin does not allow the net loss from an unincorporated business to be used to offset wages, salaries, commissions or other compensation.

City taxable income does not include proceeds of insurance policies if the employee paid all the premiums. City taxable income also does not include compensation for personal injury and property damages. Expenses, costs and losses incurred in connection with income not subject to city income tax may not be used to reduce your city taxable income.

For **NON-RESIDENTS**, taxable income includes all salaries, wages, commissions and other compensation, before any deduction for such things like 401(k) deferrals, earned in Dublin. Taxable income also includes the net profits of all unincorporated businesses such as real estate and equipment rentals, sole proprietorships and trusts if the business was conducted in Dublin.

Determine net profits from unincorporated business in accordance with the accounting method used for Federal income tax purposes. Any expenses claimed must be ordinary and necessary. **Passive activity losses (PAL) are only deductible in the year allowed for Federal purposes. PAL are not allowed to be part of net operating loss carryforwards for municipal taxation.**

If you are engaged in two or more unincorporated businesses in the same city, the net loss of one unincorporated business may be used to offset the profits of another for purposes of arriving at overall net profits from unincorporated businesses for that city. **Income from pass-through entities shall not be reflected on your individual non-resident return for tax year 2018 and forward per Ohio Revised Code Section 718.01(B)(1)(d).**

TAXABLE INCOME

- Adoption assistance payments (unless part of a cafeteria plan)
- Bonuses
- Clergy income per Ohio Revised Code §718.01(R)(2)(e)
- Compensation paid in property or the use thereof at fair market value to the same extent as taxable for federal tax purposes and so indicated on the W-2 form
- Contributions made by or on behalf of employees to a qualified deferral plan (401K and the like) - taxed in year earned, deferral not permitted. Exception: Employer-matching contributions offered under a cafeteria plan are not taxable. Deferrals even under a cafeteria plan are always taxable
- Contributions made by or on behalf of employees to a tax-deferred annuity or stock purchase plan (includes any plan where employee has the option to defer)
- Contributions made by or on behalf of employees to a non-qualified deferred compensation plan from January 1, 2016 to December 31, 2019
- Cost of group term life insurance over \$50,000.00 (unless part of a cafeteria plan)
- Director's fees
- Excess employee discounts
- Golden parachute payments
- Guaranteed annual wage contracts income
- Income received as a result of a covenant or agreement not to compete, which relates to employee wages
- Interest on below market loans
- Jury duty Income
- Moving expense reimbursements (follow Federal rules but non-reimbursed expenses are not deductible)
- Pre-retirement distributions from retirement plans (except previously taxed income from deferred plans)
- Prizes, awards and gifts - if connected with employment
- Prizes and winnings from sweepstakes
- Profit Sharing
- Royalties (unless derived from registered copyrights, patents or trademarks)
- Severance pay
- Sick and/or vacation pay (not including 3rd party sick pay)
- Stipends - if work required (vow of poverty not recognized)
- Stock bonus incentive plans
- Stock options
- Strike benefits paid by employer
- Supplemental unemployment paid by employer
- Taxes paid by employer on employee's behalf
- Tips
- Union steward fees
- Wage continuation plans (includes retirement incentive plans and buy-outs)

Please note: This list is not all inclusive and is to be used as reference ONLY

NON-TAXABLE INCOME

- Alimony
- Annuities - at time of distribution
- Capital gains
- Depreciable property reported on form 4797 is not taxable. Please note since the gain is not taxable the loss is also not deductible
- Disability payments (Long-term payments after 1/1/04 and Short-term after 7/1/07)
- Dividends
- Exempt rental allowance for clergy per IRS
- Government allotments
- Income earned while under 18 years of age
- Income of religious, fraternal, charitable, scientific, literary or educational institutions to the extent that such income is derived from tax-exempt real estate, tax-exempt tangible or intangible property or tax-exempt activities
- Insurance benefits - unless your employer paid the premiums. (Prorating is allowed if you paid a portion of the premiums)
- Interest
- Meals and lodging required on premises
- Military pay including reserve pay
- Military spouse pay if spouse earning wages is not domiciled in Ohio but stationed in Ohio due to military orders
- Patent and copyright income
- Pension income - includes lump sum distributions. Effective January 1, 2020, Nonqualified Deferred Compensation Plans will no longer be included in income as other compensation and will qualify as Pensions
- Royalties - if derived from intangible property
- Social Security benefits
- State unemployment benefits
- Subchapter S corporation income (effective 1/1/03) is no longer subject to the tax at the local level
- Third-party sick pay
- Welfare payments
- Worker's Compensation
- Income from serving as a precinct election official less than \$1,000

Please note: This list is not all inclusive and is to be used as reference ONLY

INSTRUCTIONS FOR PREPARING CITY OF DUBLIN INCOME TAX RETURN

Line 1	Enter total amount of wages, salaries and other employee compensation as reported on Page 2.
Line 2	Select reason for adjustment and complete Page 2
Line 3	Enter the amount from Schedule C and attach a copy of ALL Schedule C's from your federal return
Line 4	Enter the amount from Schedule E and attach a copy of ALL Schedule E's from your federal return
Line 5	Enter the amount of any other taxable income and attach a copy of ALL applicable Federal Schedules from your federal return
Line 6	Enter your prior year loss carryforward along with calculation documentation (See below)
Line 7	Add lines 3, 4 and 5 and then subtract line 6 if applicable
Line 8	TAXABLE INCOME: Add Lines 1 and 7
Line 9	Multiply line 8 by 2% (.02)
Line 10	Enter tax withheld for Dublin from W-2's
Line 11	Enter all tax withheld or paid to other cities. Credit limit is the lesser of the amount withheld (if less than 2%) or withholding up to 2%.
Line 12	Enter estimated taxes paid
Line 13	Enter prior year credits and/or any extension payments
Line 14	Add lines 10 through 13
Line 15	Subtract line 14 from 9. If line 14 is less than line 9, enter balance due. If line 14 is greater than line 9, skip line 17 and enter the overpayment as a negative number on line 17
Line 16	Enter penalty and interest, if applicable. All taxes paid after April 15 th are subject to a 15% penalty. Taxes due that are paid after April 15 th are subject to interest at a rate of .83% per month. The annual interest rate is 10%.
Line 17	Add lines 15 and 16 if there is a balance due; however, If line 15 is a negative number enter the overpayment as a negative number on line 17
Line 18a, b	Indicate disposition of overpayment either by requesting a refund or credit of the overpayment
Lines 19 through 25	Complete only if you are required to make estimated payments. Estimated payments are required for those individuals who anticipate any taxable income which is not subject to withholding of income tax or where the income tax is not fully paid to another city. If Line 24 is less than \$200, no estimated payment is required
Line 26	Add lines 17 and 25. Make check payable to the City of Dublin

Completing Form DIR-1040 & DNR-1040 (Page 1)

1. Please enter the information in the spaces provided for your name, current address, email, phone number and Social Security Number. If you are filing a joint return, you must provide your spouse's name and social security number also.
2. If you are anticipating a refund for the year in which you are filing, place an "X" in the box marked **REFUND** located in the upper middle section. The requested amount of the refund should appear on Line 18B. If you are amending a tax year, place an "X" in the box marked **AMENDED**. If you are amending the City return based upon an amended return that you filed with the I.R.S., you **must** include a copy of the amended Federal return, including any applicable schedules that pertain to the amendment. If you are filing an amended City return based upon an audit that the I.R.S. conducted, you must include documentation pertaining to the audit and note any changes that were made by the I.R.S. to reduce or increase your taxable income.
3. Indicate your filing status.
4. If you moved, enter the date of your move. Provide your former address. If you are allocating your income as a result of your move, you will need to attach documentation to your return explaining the allocation (such as a copy of a paystub dated close to your move date).
5. If you are requesting that your account be inactivated, indicate the reason. Examples may be because you are retired, sold your Dublin business or rental property. Attach supporting documentation such as Federal Form 1040, W-2P or Statement of Social Security Earnings. Additionally, if you are requesting that your return be inactivated due to your moving from the jurisdiction with no intent to return, although maintaining a mailing address within the jurisdiction as your address of record, please enter the date of your move and the reason and attach supporting documentation with regard to your relocation.
6. For refund requests or adjustments to taxable income, please complete "Adjustments to Taxable Income" on Page 2.

Declaration of Estimated Tax and Quarterly Payment Vouchers

Taxpayers who anticipate owing greater than \$200.00 city tax to Dublin must complete this form. Nonresidents who have taxable income in Dublin must also complete this section.

The declaration should be filed by April 15th. Your first quarter payment should be submitted with the declaration. No extensions of time to file or pay will be granted. Each subsequent quarterly payment should be filed using the Quarterly Installment of Estimated Tax Vouchers (Form DIQV-17; available at www.dublintonline.com). Your second, third and fourth payments are due on the 15th day of June, September and January. Each estimated tax payment must show a credit carryforward and/or be accompanied by a payment of at least one-fourth (1/4) of the total estimated tax shown on your declaration. To be considered as filed in good faith and not subject to penalty and interest, your timely paid estimated tax must not be less than **90%** of the total tax liability shown on your tax return. We will also consider your estimated taxes as filed in good faith if your timely payments equal or exceed 100% of the tax shown on your prior year return. Failure to make timely estimated tax payments will result in penalty and interest assessments.

Sign Your Return

Your return is not considered a complete return unless you sign it and attach all W-2 statements and applicable federal tax documents. If you are filing a joint return, your spouse must also sign.

Third Party Designee

If you want to allow a friend, family member or any other person you choose to discuss your tax return with the City of Dublin, check the "YES" box in the "Third Party Designee" area of your return. Also, enter the designee's name and phone number. If you want to allow the paid preparer who signed your return to discuss it with the City of Dublin, just enter "Preparer" in the space for the designee's name. You do not have to provide the other information requested.

If you check the "YES" box, you and your spouse, if filing a joint return, are authorizing the City of Dublin to call the designee to answer any questions that may arise during the processing of your return. You are also authorizing the designee to:

- Provide the City of Dublin any information that is missing from your return,
- Call the City of Dublin for information about the processing of your return or the status of your refund or payment(s),
- Receive copies of notices or transcripts related to your return, upon request, and
- Respond to certain City of Dublin notices about math errors, offsets and return preparation.

You are **not** authorizing the designee to receive any refund check, bind you to anything (including any additional tax liability) or otherwise represent you before the City of Dublin. The authorization will remain in effect for the specific return and tax year on which it appears, unless rescinded on a subsequent return for the same tax year or in writing by the taxpayer.

Paid Preparers Must Sign Your Return. Anyone you pay to prepare your return must sign and date it in the space provided, and provide their Paid Preparer Tax Identification Number (PTIN).

Completing Form DIR-1040 & DNR-1040 (Page 2)

NOTE: Wages for city tax purposes may differ from the Federal Medicare wages reported in Box 5 of your W-2 as adjusted under §718.03 of the Ohio Revised Code. City taxable wages include all wages that may be deferred or excluded from Federal and State taxable wages under §401 of the Internal Revenue Code. These deferrals appear in Box 12 of your W-2 with codes D, E, F, G and S. You may be subject to additional tax due to residency if your employer does not collect and remit courtesy withholding or your employer has incorrectly reported taxable income.

Enter Taxable Qualifying Wages (Page 2)

Complete the "Enter Taxable Qualifying Wages" section of the return. You should include the name(s) of each employer, the cities in which you worked, enter "qualifying wages" and tax withheld. Deduct any adjustments to income and then determine your net taxable income by subtracting any adjustments to income from qualifying wages. Enter the credit limit for taxes paid to other cities (lesser of the amount withheld up to 2%).

Completing Schedule C, E, F and PARTNERSHIP K1 INCOME on Form DIR-1040 & DNR-1040 (Page 3)

RESIDENT INDIVIDUAL TAXPAYERS:

Federal Schedule C: Taxable income has to start with the income reported for Federal purpose on line 31.

Federal Schedule E:

Part I: Taxable income has to start with the income reported for Federal purpose on line 26. This line shall be utilized in calculating taxable income because of the passive activity loss limitation rules.

Part II: Taxable income has to start with the income reported for Federal purpose on line 32, **excluding distributions from S-Corporations** unless your municipality years ago passed taxation of this source of income by ordinance or vote.

Part III: Taxable income has to start with the income reported for Federal purpose on line 37.

NON-RESIDENT INDIVIDUAL TAXPAYERS:

Federal Schedule C: Taxable income has to start with the income reported for Federal purpose on line 31. Per Ohio Revised Code Section 718.02 the individual taxpayer is required to allocate income based upon the ratio of property, sales and payroll within and without the taxing jurisdiction on Schedule Y. Only the apportioned income/loss may be utilized in calculating taxable income/loss.

Federal Schedule E:

Part I: Taxable income has to start with the income reported for Federal purpose on line 22. This line shall be utilized in calculating taxable income because of the passive activity loss limitation rules. Taxation of a non-resident taxpayer's income from rental properties has to be tracked by each property located in each taxing jurisdiction. Only rental properties located within your municipal taxing jurisdiction shall be used in the calculation of taxable income/loss.

Part II: Per Ohio Revised Code Section 718.01(B)(2) the net profit or loss of pass-through entities shall not be reported on a municipal return when reporting other sources of income/loss.

Federal Schedule F (Very Rare): Taxable income has to start with the income reported for Federal purpose on line 26.

For resident individual taxpayers you combine the gains and losses reported on Federal Schedules C, E, & F on the above referenced lines. If the figure is positive then the allowable credit to be given to the taxpayer is limited to the amount that they are subject to tax (Net). If there was a prior year Net Operating Loss (NOL) see the rules for net operating losses for individuals below.

Part III: Per Ohio Revised Code Section 718.01(B)(2) the net profit or loss of pass-through entities shall not be reported on a municipal return when reporting other sources of income/loss.

Federal Schedule F (Very Rare): Taxable income has to start with the income reported for Federal purpose on line 26. Per Ohio Revised Code Section 718.02 the individual taxpayer is required to allocate income based upon the ratio of property, sales, & payroll within and without the taxing jurisdiction on Schedule Y. Only the apportioned income/loss may be utilized in calculating taxable income/loss.

For non-resident individual taxpayers you combine the applicable gains and losses reported on Federal Schedules C, E, & F on the above referenced lines. If there was a prior year Net Operating Loss (NOL) see the rules for net operating losses for individuals below.

Schedule Y – Business Allocation Formula

Provide a completed DIR-1040, Schedule Y, to properly allocate your city taxable income. In order to promote uniformity and consistency in the calculation of net profits, it is the City of Dublin’s policy to strictly interpret the changes in Ohio Revised Code §718.02. Commencing with tax year 2004, the use of Separate Accounting in the calculation of Net Profits is no longer an available option.

Column A, Line a- List the average original cost of all real and tangible personal property owned or used by the taxpayer that was situated within the city limits. Include on each line the annual rental on rented and leased real property situated within the city limits multiplied by 8.

Column A, Line b- Divide Column A, Line a, by the amount of Line 3. If the amount of Line 3 is zero, enter “n/a” on this line.

Column B, Line a- List the wages, salaries and other compensation paid to W-2 employees for services performed within the city limits except compensation exempt from municipal taxation under O.R.C. §718.11.

Column B, Line b- Divide Column A, Line a, by the amount of Line 4. If the amount of Line 4 is zero, enter “n/a” on this line.

Column C, Line a- List the gross receipts from sales made or services performed within the city limits.

Column C, Line b- Divide Column C, Line a, by the amount of Line 5. If the amount of Line 5 is zero, enter “n/a” on this line

Column D- Divide the sum of line b for Columns A-C by the number of factors used.

Example 1: Line 5 shows no wages companywide. If Line b for Dublin shows 30%, 60%, and n/a for Columns A-C respectively, you would divide 90% (30% + 60%) by 2 (since only two columns had numbers).

Example 2: Line 5 reports wages companywide. None of those wages are earned in Dublin. Thus, if Line b for Dublin shows 30%, 60%, and 0% for columns A-C respectively, you would divide 90% (30% + 60% + 0%) by 3 (since all three columns had numbers... even though Column C’s number was zero).

Column E- Multiply the amount shown on the taxable form Schedule C, Schedule E, etc. by the percentage shown in Column D. If the amount is zero or less, enter zero on Form DIR-1040, Page 1, Column H or I. If Column D is more than zero, enter the amount on Form DIR-1040, Columns H or I.

Adjustments to Taxable Wages (Page 2)

Lines 1-3 (Under Age 18). You may reduce your taxable wages by the amount of wages you earned while under the age of 18. To do so, you must enter your date of birth on Line 2, and attach a copy of your driver’s license or birth certificate. **Do not send originals** — they will not be returned. A notarized statement from either parent stating your date of birth may be substituted for the copy of your driver’s license or birth certificate.

Lines 4-6 (Improperly Withheld Taxes). Complete these lines only if your employer withheld tax in error to Dublin. You **MUST** attach W-2s and supporting documentation. You also must indicate the reason withholding was improperly withheld. If the reason is related to an improper work location; you **MUST** indicate the physical work location.

Lines 7-9 (Part-Year Residents). Complete these lines only if you were a part-year resident. If you moved, enter your total wages for the year on line 7 and enter the wages while not a resident on line 8. Subtract line 8 from 7; and then transfer the figure to line 1; page 1.

Lines 10-19 (Nonresident Days Worked Out). Lines 10-19 guide you through a formula based on a work year consisting of 262 days (representing five (5) days per week times 52 weeks). Sick, vacation and holiday pay are prorated by the formula associated with this job. Be sure to attach a copy of the 2024 Days Out of Dublin Calendar for a listing of your various other locations worked, time off for vacation, holidays and sick leave. This form is located on our website.

Net Operating Losses for Individuals

If there was a prior year Net Operating Loss (NOL) you will need to complete a net operating loss carryforward worksheet. Please note, a Net operating loss means a loss incurred by a person in the operation of a trade or business. “Net operating loss” does not include unutilized losses resulting from basis limitations, at-risk limitations or passive activity limitations. Net operating loss carryforwards are permitted beginning in tax year 2023 at 100% of the current year’s income. If the current year figures is an overall loss then this amount will be allowed as a NOL carryforward to the next tax year to be offset against future year income from net profits. Any unutilized NOL may be taken as a carryforward based upon the allowable limitations. Losses may be carried forward a maximum of 5 years to offset future profit(s) on the same business activity of prior NOL or current reported profit.