

## **INSTRUCTIONS FOR PREPARING AND FILING FORM EQR**

### **WHO MUST FILE:**

EACH EMPLOYER WITHIN THE CITY OF YOUNGSTOWN, OHIO (WHO HAS ESTABLISHED AN “EMPLOYER-EMPLOYEE” RELATIONSHIP) WHO EMPLOYS ONE OR MORE PERSONS IS REQUIRED TO WITHHOLD THE YOUNGSTOWN INCOME TAX FROM ALL COMPENSATION PAID TAXABLE EMPLOYEES AT THE TIME OR TIMES SUCH COMPENSATION IS PAID, AND TO FILE FORM EQR AND REMIT SUCH TAX TO THE DIRECTOR OF FINANCE ON OR BEFORE THE LAST DAY OF THE MONTH NEXT FOLLOWING THE QUARTERLY PERIOD IN WHICH THE WITHHOLDING DEDUCTION WAS MADE.

### **QUARTERLY RETURN:**

THE QUARTER IN WHICH COMPENSATION IS PAID (NOT EARNED) IS THE PERIOD FOR WHICH QUARTERLY RETURN ON FORM EQR IS TO BE MADE.

### **INTEREST AND PENALTIES:**

ALL TAXES IMPOSED BY THE ORDINANCE AND REMAINING UNPAID AFTER THEY HAVE BECOME DUE SHALL IN ADDITION TO THE AMOUNT OF THE UNPAID TAX, BEAR INTEREST AT THE RATE OF TWELVE PERCENT (12%) PER ANNUM, AND THE TAXPAYER UPON WHOM SAID TAXES ARE IMPOSED SHALL BE LIABLE, IN ADDITION THERETO, TO A PENALTY OF ONE-HALF OF ONE PERCENT OF THE UNPAID TAX FOR EACH MONTH OR FRACTION OF MONTH FOR THE FIRST SIX MONTHS OF NON-PAYMENT, **OR FIVE DOLLARS (\$5.00), WHICHEVER IS GREATER.**

### **FAILURE TO FILE RETURN AND PAY TAX:**

ANY PERSON, FIRM OR CORPORATION WHO SHALL FAIL, NEGLECT OR REFUSE TO MAKE ANY RETURN OR DECLARATION REQUIRED BY THE ORDINANCE, OR ANY TAXPAYER WHO SHALL REFUSE TO PAY THE TAX PENALTIES AND INTEREST IMPOSED BY THE ORDINANCE, OR ANY PERSON WHO SHALL REFUSE TO PERMIT THE DIRECTOR OF FINANCE OR ANY DULY AUTHORIZED AGENT OR EMPLOYEE TO EXAMINE HIS BOOKS, RECORDS AND PAPERS, OR WHO SHALL KNOWINGLY MAKE ANY INCOMPLETE, FALSE OR FRAUDULENT RETURN, OR WHO SHALL ATTEMPT TO DO ANYTHING WHATEVER TO AVOID THE PAYMENT OF THE WHOLE OR ANY PART OF THE TAX SHALL BE GUILTY OF MISDEMEANOR AND SHALL BE FINED NOT MORE THAN ONE HUNDRED DOLLARS (\$100.00) OR IMPRISONED FOR NOT MORE THAN SIXTY (60) DAYS, OR BOTH. THE FAILURE OF ANY EMPLOYER OR TAXPAYER TO RECEIVE OR PROCURE A RETURN OR DECLARATION FORM SHALL NOT EXCUSE HIM FROM MAKING A RETURN OR DECLARATION OR FROM PAYING THE TAX.

## HOW TO PREPARE THIS FORM:

- LINE 1** – ENTER TOTAL NUMBER OF EMPLOYEES EMPLOYED DURING QUARTER AFTER ELIMINATING THOSE WHO WERE NON-TAXABLE (USE BOX OVER LEFT COLUMN.)
- LINE 2** – ENTER TOTAL SALARIES, WAGES, COMMISSIONS, INCENTIVE PAYMENTS, BONUSES AND OTHER COMPENSATION PAID ALL EMPLOYEES DURING QUARTER FOR WHICH THIS RETURN IS MADE. IF NO SALARIES, WAGES OR OTHER COMPENSATION WAS PAID DURING THE QUARTER, SO INDICATE AND FILE FORM EQR WITH EXPLANATION.
- LINE 3** – ENTER THAT PORTION OF THE TOTAL COMPENSATION (PAYROLL) PAID TO BONAFIDE NON-RESIDENT EMPLOYEES FOR SERVICES RENDERED OUTSIDE THE CITY OF YOUNGSTOWN, OHIO.
- LINE 4** – DEDUCT THE AMOUNT SHOWN ON LINE 3 FROM THE FIGURE ENTERED ON LINE 2 AND ENTER THE AMOUNT THUS OBTAINED ON LINE 4 AS THE TOTAL TAXABLE COMPENSATION PAID.
- LINE 5** – THE TAX RATE IS TWO AND THREE QUARTERS PERCENT ( $2\frac{3}{4}\%$ ) THE TOTAL AMOUNT OF YOUNGSTOWN INCOME TAX DUE FROM ALL TAXABLE EMPLOYEES DURING THE QUARTER IS COMPUTED BY MULTIPLYING THE TOTAL AMOUNT OF THE TAXABLE EARNINGS REPORTED ON LINE 4 BY .0225 THE AMOUNT.
- LINE 5A** – USE THIS LINE TO ADJUST CURRENT TAX PAYMENT FOR ERRORS (OVER OR UNDER REPORTING) WHICH CAUSED AN OVERPAYMENT OR UNDERPAYMENT IN THE PREVIOUS QUARTER SPECIFY WHICH, AND PLEASE EXPLAIN THE REASON FOR THIS ADJUSTMENT ON THE REVERSE SIDE OF ORIGINAL COPY OF THIS RETURN (ATTACH STATEMENT IF MORE SPACE IS NEEDED.)
- LINE 6** – AS INTEREST, IF RETURN IS PAST DUE, ENTER 12% PER ANNUM OF AMOUNT ON LINE 5 FOR EACH MONTH, OR PART OF MONTH, PAST DUE.
- LINE 7** – AS PENALTY, IF RETURN PAST DUE (IN ADDITION TO LINE 6), ENTER OF 1% OF AMOUNT ON LINE 5 FOR EACH MONTH, OR PART OF MONTH, FOR THE FIRST SIX MONTHS PAST DUE. OR FIVE DOLLARS (\$5.00) WHICHEVER IS THE GREATER.
- LINE 9** – ENTER THE SUM TOTAL OF THE FIGURES SHOWN ON LINES 5, 5A, 6 AND 7, LESS LINE 8. THIS IS THE AMOUNT DUE, AND MUST BE PAID WITH THIS RETURN.