

Frequently Asked Questions

Who must file a city of Amherst tax return?

Resident individuals, 18 years of age and over, must file a city of Amherst tax return, even if no income is earned or no tax is due.

Non-resident individuals who have earned income in the city of Amherst that is not subject to employer withholding must file a tax return. Also non-residents who own rental property or conduct business in Amherst must file, even if no tax is due.

Resident and Non-resident businesses that are working or have an office within the city limits must file an Amherst tax return, even if no tax is due.

I am retired; am I required to file an Amherst tax return?

If your only income is from Social Security, pensions, interest or dividends, you do not need to file a return. Please notify our office in writing that you have retired. If you have rental or business income, you must file a tax return. If you return to work, you are required to notify our office and resume filing tax returns.

I am a college student living on campus; do I need to file?

Students away at school are considered residents of their parents' home if they are being claimed as dependents on their parents' federal tax return. Filing a City of Amherst tax return is required even if no tax is due.

I rent an apartment or home in the city; do I have to pay tax?

The tax collected by the city of Amherst is a tax based on income. All residents, whether they own or rent their home, must file a return unless they are under the age of 18 or retired with no earned income.

What is the city of Amherst's tax rate?

Amherst's tax rate is 1.5%. One percent is allocated to the general fund for city operating expenses. As of January 1, 2010, the remaining one half percent is divided equally between the general fund and the street improvement fund.

Do I receive credit for taxes paid to other cities?

Residents receive a credit up to 1% for taxes paid on the income taxed by other cities.

What is the due date for the city of Amherst tax return?

The due date is April 15th or four months after the end of the fiscal year. If the 15th falls on a weekend, returns are due the next business day.

Where do I mail my return and tax payments?

Amherst Income Tax Department
480 Park Ave.
Amherst, OH 44001

Does the city of Amherst accept extensions?

A written extension request, or a copy of the federal extension, must be received in our office by the original due date of the return. An extension is only an extension to file. Payment of 90% of the estimated tax must be made by the original due date of the return or interest will be charged at 1-1/2% per month. If the extension request is not received by the original due date, a \$25.00 late fee will be charged.

You may e-mail, fax, or mail your request to our office. We do not accept extension requests over the phone. Our e-mail address is incometax@amherstohio.org. Our fax number is (440) 988-3749.

Can your office help me prepare the city of Amherst tax return?

Our office staff is available to prepare your tax return for you free of charge. No appointment is necessary; however, to avoid a long wait time you should come to our office before the month of April. Tax payments will not be due until April 15th even if the return is filed earlier. Our office hours are Monday through Friday, 8:30 a.m. to 4:30 p.m.

Do I have to pay estimated tax payments?

Estimated payments are not mandatory; however our office will mail quarterly bills if an estimate is set up on your annual tax return or if a bill is requested.

I cannot pay my taxes in full; do you accept partial payments?

The city of Amherst will accept partial payments on taxes due. It is best to file your return by the due date of April 15th so that the \$25.00 late fee will not be charged. Payments should be made on a monthly basis to avoid delinquent notices. Interest will be charged on any unpaid tax balance at the rate of 1-1/2% per month. Direct debit of your checking or savings account is also available. Please contact our office for more information on this program. Our phone number is (440) 988-4212.

Are lottery winnings taxable?

Lottery winnings reported on a W-2G are taxable to the city of Amherst at the rate of 1-1/2% beginning October 28, 2004.

Does your office handle property taxes?

The Lorain County property tax office located in the Lorain County Administration Building in Elyria, Ohio, handles property taxes. Their phone number is (440) 244-6261.

Can you answer questions concerning State or Federal Taxes?

Questions concerning State or Federal taxes should be directed to those agencies. The city of Amherst Income Tax office can only respond to questions concerning the income tax for the city of Amherst.