

City of Amherst  
Income Tax Department  
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## TAX INFORMATION FOR AMHERST CITY RESIDENTS

The city of Amherst, Ohio has **MANDATORY** income tax filing for any person 18 years of age or older. The tax rate, in effect since 1991, is 1½% with a 1% credit given for taxes paid to other cities. City of Amherst income tax forms must be postmarked by **April 15<sup>th</sup>**. There is a \$25.00 late filing penalty.

In January, tax forms or letters are mailed to every Amherst resident who is on file with our office. While every effort is made to notify all taxpayers required to file, it is the taxpayer's responsibility to obtain a form. The tax forms can be obtained in the tax office any time during business hours or from the Amherst Public Library during the months of February, March and April. Forms can also be obtained from the income tax page at the city website, [www.amherstohio.org](http://www.amherstohio.org). Most taxpayers can use our tax calculation tool provided on our website.

Upon request, our office will calculate your individual Amherst city tax forms for you free of charge. Please bring in all of your W-2 statements, 1099's and completed federal schedules such as C (sole proprietorship), and E pg. 1 and 2 (rental income, partnership, or 1120S income) by **March 15<sup>th</sup>**.

Estimated payments are accepted, but are not mandatory. They can be set up at the time of filing, or at any time by informing the tax office.

The city of Amherst will honor federal extensions. If you file an extension, please inform the tax office in writing by April 15<sup>th</sup>. **Failure to request an extension before the April 15<sup>th</sup> due date will result in a \$25.00 late filing penalty.** Interest will accrue on any tax due unless estimated payments were made and paid in full.

- **New Residents** You will need to file a city tax return based on the number of months you were an Amherst resident. Our calculations are based on whole month or half month. Only include the W-2's of wages earned while a resident of Amherst.
- **Retirees** You are not required to file a form with the tax office unless you have earned income. (Investment income, retirement income and certain types of disability income are *exempt* from Amherst city tax.) You must notify the tax office of your status by filing out an exemption form stating, in writing, that you are retired and no longer have any earned income. You are also required to inform the tax office if your status changes.
- **College Students** If your parents or legal guardians reside in Amherst and they claim you as a dependent on their federal income tax forms, your residence is also considered in the city of Amherst and you must file a tax form if you have any earned income.
- **Under 18** If you were employed in the city of Amherst and your employer withheld Amherst taxes, please send us your W-2 statement along with a copy of your birth certificate or driver's license. A refund will be issued to you.
- **Moving out of Amherst?** Please notify the tax office as soon as possible so that a tax form can be mailed to your new address. You will need to file for the portion of the year that you were a resident here and finalize your account.

The income tax office is open Monday through Friday from 8:30 a.m. to 4:30 p.m. Please feel free to call our office. We will be glad to answer any questions you may have.