MUNICIPAL INCOME TAX

2022

NET PROFIT FORMS

INSTRUCTION BOOKLET

CCA – DIVISION OF TAXATION

The enclosed 2022 Municipal Income Tax Net Profit Return (CCA 120-17BR) is to be used for filing all business entity income tax returns. **All individuals, including anyone filing a Federal Schedule C, (including single member LLC's that file a Federal Schedule C) E or F with their Individual Federal Income Tax Return, must use the CCA Individual Tax Return (CCA 120-16 IR).**

IMPORTANT

Read Instruction Booklet before completing form.

CCA Net Profit Returns must have copies of the Federal Return with all attachments including K-1's when applicable.

Attach your remittance to front of form. Make checks payable to CCA – Division of Taxation.

Additional information may be obtained at
www.ccatax.ci.cleveland.oh.us

GENERAL INSTRUCTIONS

Who Must File Form CCA 120-17BR

Every entity doing business in a CCA municipality as defined by the Rules and Regulations must file a Net Profit Return. Individuals, including sole proprietorships, must file an Individual Tax Return.

Taxpayer Identification Number

The federal employer identification number must be shown on all tax returns, payments and correspondence filed with CCA.

Where to Get Forms

Forms are available at CCA offices, participating Villages, City Halls and Libraries, online at www.ccatax.ci.cleveland.oh.us, and can be ordered 24/7.

When to File

The due date for tax returns is April 15th, or the 15th day of the fourth month following the taxpayer's fiscal year-end. When April 15th falls on a Saturday, Sunday, or legal holiday, a form is considered timely filed if filed on the next succeeding day that is not Saturday, Sunday or legal holiday.

The total amount of tax due as shown on line 6, Column 7A on the front page of the Net Profit Tax Return must be paid when the return is filed. Make remittance payable to the CCA – Division of Taxation.

Where to File

NO Payment Enclosed - Mail to:	Payment Enclosed - Mail to:	Refund Request - Mail to:
CCA – Division of Taxation PO BOX 94810 Cleveland OH 44101-4810	CCA – Division of Taxation PO BOX 94723 Cleveland OH 44101-4723	CCA – Division of Taxation PO BOX 94520 Cleveland OH 44101-4520

Estimated Tax

Estimated payments and prior year credits may be reviewed 24/7 online at **https://efile.ccatax.ci.cleveland.oh.us**.

If you expect to owe at least $200.00 in tax for the current tax year, tax year 2023, you must file and pay Net Profit Tax Estimates. A Net Profit Tax Estimate must be completed and paid by every business entity that has taxable income for the current tax year (to the extent the estimated tax due exceeds any available overpayment carried forward as a credit).

Extensions

CCA honors the IRS extension. Attach a copy of the IRS extension, extension confirmation number or IRS acknowledgment to the Net Profit Tax Return when it is filed. **An extension of time to file does not extend the time to pay the tax due.** If tax is due, submit payment with a copy of the IRS extension by the original due date of the Net Profit Tax Return.

Penalties and Interest

CCA member municipalities follow the penalty and interest rates indicated in ORC 718. Penalty and interest rates are available on our website at www.ccatax.ci.cleveland.oh.us. Failure to pay estimated tax payments totaling at least 90% of the current year tax due or 100% of the prior year tax due no later than 15 days before the end of your tax year may result in penalty and interest charges for underpayment of estimated tax in accordance with ORC section 718.08.

Signature

Sign and date your return before submitting it to the CCA – Division of Taxation. A return is not "filed" within the meaning of the law, until signed by the taxpayer or an agent legally authorized to sign tax return for such taxpayer. If the return is prepared by someone other than the taxpayer, such person should also sign the return. By checking the appropriate box you may elect to authorize your preparer to contact CCA regarding this return (ORC 718.05).

What Constitutes Net Profits

Net profits are based on Adjusted Federal Taxable Income, as determined under Ohio law. Please see Ohio Revised Code Section 718.01 (ORC 718.01), available via the State of Ohio website at: http://codes.ohio.gov/orc/718 for more information.

Net Loss Carried Forward

Losses may be carried forward for a maximum of 5 years, or until exhausted, whichever is earlier.
Losses may not be carried back. Loss carryforwards for taxpayers paying multiple municipalities mustbe allocated in the same manner as taxable net profits. Failure to allocate loss carry forwards and/or failure to timely file all tax returns may result in the inability to determine any applicable loss carryfoward, resulting in loss being permitted until resolved.

Net Loss Carried Forward Limitation
For taxable years beginning in 2018, 2019, 2020, 2021 and 2022 you may only deduct net operating losses prescribed by ORC 718 for losses incurred in taxable years beginning on or after January 1, 2017.

Allocation of Net Profits
The business allocation percentage formula is to be used by all entities and corporations doing business within and out of CCA municipalities. See ORC 718.02 for more information.

Special Notes

1. Use Schedule Y, Part A if business activity is conducted in more than one city.
2. Complete the loss carry forward schedule on the front of the tax return to allocate the loss.
3. In determining the average percentage, if one of the factors is missing, the other two are added and the sum is divided by two.
4. Whenever a line is provided for a city name, enter name of city where business is conducted. Enter word “multiple” if business is conducted in more than one municipality, none of which are CCA member municipalities.
5. The income from the net profit of a business and/or of rental property is assignable to the community where the business was conducted or the property located.
6. Attach all K-1 forms, to include partner or shareholder home address (or a separate schedule listing all required K-1 information).

SPECIFIC INSTRUCTIONS

HEADING — Print or type the information in the spaces provided.

Fiscal year and short period filers must indicate beginning and ending month/year of period covered by the return.

LINE 1 — If your entity type is not listed on line 1, please refer to ORC 718.01 instructions to determine what amount to report as “Income per attached federal return.”

LINE 2-A — Enter amount from line M of Schedule X.

LINE 2-B — Enter amount from line Z of Schedule X.

LINE 2-C — Difference between lines 2-A and 2-B. If line 2-A is larger add difference to line 1 figure, if line 2-B is larger the difference is subtracted from line 1.

LINE 3-A — The result of line 1 plus line 2-A less line 2-B.

LINE 3-B — If all your business income is allocable to one municipality, enter 100% and report the amount on line 3-A. If your business income is allocable to more than one municipality, please complete Schedule Y on page 2 of the return and report the total from Schedule Y on this line.

LINE 3-C — Enter the amount of the allowable prior year loss carryforward.

LINE 4 — The result of line 3-B less line 3-C is the income subject to the city income tax this year.

LINE 5 — If all income is earned in one city bring down the income from line 4 and complete line 5. If two or more cities are involved complete Schedule Y first.
COLUMN 1 — List city name where profit/loss occurred.
COLUMN 2 — List taxable income from each city by line.
COLUMN 3 — Find tax rate in Tax Rate Schedule for each city in which income was earned.
COLUMN 4 — Multiply column 2 by column 3.
COLUMN 5 — Enter any overpayment carried forward as a credit from previous tax year.
COLUMN 6 — Enter net profit estimated tax paid.
COLUMN 7 — Column 4 less columns 5 and 6 which equals column 7a Net Tax Due. An overpayment can be credited to next year in column 7b or refunded in column 7c.

LINE 6 — Total each column.

SCHEDULE INSTRUCTIONS

Adjustments to Income per Federal Tax Return as reported on Line 1 of this Form

SCHEDULE X This Schedule is used to determine how much of the income per your attached federal tax return is subject to the municipal net profits tax. The state of Ohio preempts cities from taxing intangible income (see ORC 718.01 (S) for definition of intangible income). Add-back all taxes based on income deducted on your attached federal return. Depreciation recapture on tangible personal property and/or real property is taxable in accordance with sections 1245 and 1250 of the Internal Revenue Code. For purposes of determining Adjusted Federal Taxable income for non-C Corporations, the following adjustments shall also apply and be included in the amount reported on Schedule X, line E.

1. IRC Sec. 291 recapture upon the sale or exchange of IRC Sec. 1250 property as applicable to a C Corporation.

2. Any limitations on IRC Sec. 179 depreciation expenses and/or charitable contributions as applicable to a C Corporation.

Loss on the sale, exchange or other disposition of depreciable property or real estate used in your business is not an allowable deduction for city net profit purposes. See ORC 718.01 for more information.

Business Allocation Formula

SCHEDULE Y Taxpayers doing business in more than one municipality must use Schedule Y to allocate their net profits. See ORC 718.02 for more information.

Determine the ratio of each municipality's portion of the following:

(1) Average original cost of real and tangible property used in the taxpayer's trade or business, and owned, rented or leased by the taxpayer. To determine the value of rented or leased property, multiply gross annual rental and/or lease payments by 8.

(2) Total wages, tips and other employee and/or owner compensation deducted on the attached federal tax return.

(3) Gross receipts from sales made and services performed, regardless of where made or performed.

Add the ratios obtained and divide by the number of ratios used to obtain the business allocation percentage for each municipality listed. The business allocation percentage is applied against Adjusted Federal Taxable Income as calculated on Page 1, Line 3A of this form for each municipality listed.

TAX RATE SCHEDULE

CCA MEMBER MUNICIPALITIES

MUNICIPALITY	CODE	EFFECTIVE DATE OF ORDINANCE																	
		.5%	.75%	1.0%	1.1%	1.15%	1.25%	1.3%	1.4%	1.5%	1.6%	1.65%	1.75%	2.0%	2.25%	2.5%	2.6%	2.75%	3.0%
Burton	176			1-1-71															
Clayton	199									1-1-04									
Cleveland	200	1-1-67		1-1-68						3-1-79				3-1-81		1-1-17			
Dalton	252			1-1-71															
Elida	276		4-1-06																
Geneva-on-the-Lake	347			4-1-88						9-1-12									
Germantown	348						1-1-88			1-1-19									
Grand Rapids	356			1-1-71															
Grand River	357									1-16-80				3-1-92					
Highland Hills	371			6-20-90										1-1-91		1-1-99			
Linndale	420			7-1-70						1-1-84				7-1-97					
Marble Cli	459													1-1-01					
Mentor-on-the-Lake	495			1-1-69										4-1-87					
Montpelier	517										1-1-12								
Munroe Falls	533			1-1-71										7-1-81	1-1-18				
New Carlisle	534			7-1-99						7-1-15									
New Madison	538			1-1-08															
New Miami	539												1-1-85						
New Paris	541			10-1-12															
North Baltimore	548			1-1-82															
North Randall	560	7-1-67		7-1-68						7-1-84				9-1-92		7-1-97		1-1-09	
Oakwood (Paulding County)	585			1-26-96															
Obetz	587													7-1-95		1-1-15			
Orwell	605	4-12-77		8-1-83						1-1-18									
Paulding	640	1-1-01		1-1-14	7-1-20														
Phillipsburg	659									1-1-75									
Pitsburg	661			1-1-19															
Riverside	680									1-1-02						1-1-22			
Rock Creek	698			1-1-87															
Russells Point	703			1-1-05															
Seville	722	1-1-77		7-1-80															
Shreve	755			1-1-71															
South Russell	772			1-1-69			1-1-12												
Union	797			1-1-07						1-1-20									
Waynes ield	833			1-1-08															
West Milton	835			4-1-70						1-1-97									
Revenue Sharing JEDD/JEDZ																			
Burton/Vill Twp	982			8-1-22															
Clayton/Clay	984									1-1-04									
Emerald Park	993													1-1-02		1-1-17			
Cleve/High Hills	995													10-23-95		1-1-99			
Cleve/Warr Hts	998															8-13-21			
High Hills/Cleve	996													10-23-95		1-1-99			
IX Center	992													1-1-02		1-1-17			
N. Baltimore	988			7-25-20															
Prairie Obetz	981															11-8-11			