

MUNICIPAL INCOME TAX

2025

NET PROFIT FORMS

INSTRUCTION BOOKLET



Central Collection Agency
Municipal Income Tax

The enclosed 2025 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 – Municipal Income Tax.

Additional information may be obtained at
www.ccaohio.gov

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, Libraries, and online at www.ccaohio.gov.

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 – Municipal Income Tax.

Where to File

| NO Payment Enclosed - Mail to: | Payment Enclosed - Mail to: | Refund Request - Mail to: |
|--|--|--|
| CCA – Municipal Income Tax PO Box 94810 Cleveland, OH 44101-4810 | CCA – Municipal Income Tax PO Box 94723 Cleveland, OH 44101-4723 | CCA – Municipal Income Tax PO Box 94520 Cleveland, OH 44101-4520 |

Estimated Tax

Estimated payments and prior year credits may be reviewed 24/7 online at www.ccaohio.gov.

If you expect to owe at least \$200.00 in tax for the current tax year, 2026, 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.ccaohio.gov. 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 – Municipal Income Tax. 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 must be 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 carryforward, resulting in loss being disallowed until resolved.

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

- Complete the loss carry forward schedule on the front of the tax return to allocate the loss.
- Use Schedule Y, Part A if business activity is conducted in more than one city.
- In determining the average percentage, if one of the factors is missing, the other two are added and the sum is divided by two.
- 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.
- 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.
- 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 — Less allowable and unexpired net operating loss (Complete Schedule Y-Part B).

LINE 4 — The result of line 3-B less line 3-C is the income subject to the CCA 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 profit 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% | 1.1% | 1.15% | 1.25% | 1.3% | 1.4% | 1.5% | 1.6% | 1.75% | 1.8% | 2% | 2.25% | 2.5% | 2.6% | 2.75% | 3% | | |
| Burton | 176 | | | 1-1-71 | | | | | | | | | | | | | | | | | |
| Clayton | 199 | | | | | | | | | | | 1-1-04 | | | | | | | 1-1-26 | | |
| Cleveland | 200 | 1-1-67 | | 1-1-68 | | | | | | | | 3-1-79 | | | | | | | 1-1-17 | | |
| Dalton | 252 | | | 1-1-71 | | | | | | | | 1-1-24 | | | | | | | | | |
| Edon | 275 | | | | | | | | | | | | 1-1-21 | | | | | | | | |
| Eilda | 276 | | 4-1-06 | | | | | | | | | | | | | | | | | | |
| Geneva-on-the-Lake | 347 | | | 4-1-68 | | | | | | | | 9-1-12 | | | | | | | | | |
| Grand Rapids | 356 | | | 1-1-71 | | | | | | | | | | | | | | | | | |
| Grand River | 357 | | | | | | | | | | | 1-16-80 | | | | 3-1-92 | | | | | |
| Highland Hills | 371 | | | 5-20-90 | | | | | | | | | | | 1-1-91 | | | 1-1-99 | | | |
| Linndale | 420 | | | 7-1-70 | | | | | | | | 1-1-84 | | | | 7-1-97 | | | | | |
| Marble Cliff | 459 | | | | | | | | | | | | | | 1-1-01 | | | | | | |
| Mentor-on-the-Lake | 495 | | | 1-1-69 | | | | | | | | | | | 4-1-87 | | | | | | |
| Montpelier | 517 | | | | | | | | | | | 1-1-12 | | | 1-1-26 | | | | | | |
| 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 (Faithful 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 (a) | 640 | 1-1-01 | | 7-1-25 | 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 | | | | | | | | | | | | | | | | | |
| Somerset | 762 | | | 1-1-23 | | | | | | | | | | | | | | | | | |
| South Russell | 772 | | | 1-1-69 | | 1-1-12 | | | | | | | | | | | | | | | |
| Union | 797 | | | 1-1-07 | | | | | | | | 1-1-20 | | | | | | | | | |
| West Milton | 835 | | | 4-1-70 | | | | | | | | 1-1-97 | | | | | | | | | |
| Revenue Sharing JEDD/JEDZ | | | | | | | | | | | | | | | | | | | | | |
| Burton/VIII Twp | 982 | | | 8-1-22 | | | | | | | | | | | | | | | | | |
| Clayton/Clay | 984 | | | | | | | | | | | 1-1-04 | | | | | | | | | |
| Cleve/High Hills | 995 | | | | | | | | | | | | | 10-23-95 | | 1-1-99 | | | | | |
| Cleve/Warr Hts | 998 | | | | | | | | | | | | | | | 8-13-21 | | | | | |
| Emerald Park | 993 | | | | | | | | | | | | | 1-1-02 | | 1-1-17 | | | | | |
| Gateway | 990 | | | | | | | | | | | | | | | | 1-1-17 | | | | |
| 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 | | | | | | | | | | | | 11-8-11 | | | | | |
| Prairie Obetz | 981 | | | | | | | | | | | | | | | | | | | | |
| Shaker Square | 994 | | | | | | | | | | | | | | | 1-1-17 | | | | | |

(a) Paulding original effective date for 1% rate changes not listed above was 1-1-14 through 6-30-20; use blended rate of 1.05% for tax year 2025.