

# 2024 Individual Tax Return

**City of Blue Ash Tax Office**

Phone: (513) 745-8516

Fax: (513) 745-8651

Website: [www.blueash.com](http://www.blueash.com)

Email: [blueashtax@blueash.com](mailto:blueashtax@blueash.com)

OR FISCAL PERIOD \_\_\_\_\_ TO \_\_\_\_\_

Amended Return       Original Return

DUE on or before **April 15, 2025** – Filing **required** even if no tax is due regardless of whether a Federal or State return is filed.

THIS SPACE IS FOR OFFICIAL USE ONLY

Remit To:      4343 Cooper Road  
Blue Ash, OH 45242

Taxpayer's Name \_\_\_\_\_

Taxpayer's SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Spouse's SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Taxpayer's Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Spouse's Name \_\_\_\_\_

Phone# \_\_\_\_\_ Other# \_\_\_\_\_

If you have moved since your last filing, give date:  
Into Blue Ash \_\_\_\_\_ Out of Blue Ash \_\_\_\_\_

Inactivate account?     YES

Reason: \_\_\_\_\_

**Part A Tax Calculation for 2024 – Attach Federal 1040, Schedule 1, and other applicable Schedules**

TAX OFFICE

Income	1.	Total Qualifying Wages ...W-2 BOX 5...(from Worksheet A on page 2) - <b>Attach W-2 Forms</b> .....1.	\$	
	2.	Less Nontaxable Income for part year or non-residents only (provide calculations).....2.	\$	
	3.	Taxable Qualified Wages (Line 1 minus Line 2).....3.	\$	
	4.	a. Other Income from Federal Schedules: 1, C, E, F, K-1,1099-MISC/NEC..(Use Worksheet B pg. 2)– <b>Attach all supporting Federal schedules</b> .....4a.	\$	
		b. Other Loss (Worksheet B)...(cannot reduce qualifying wages).....4b.	\$	
	5.	Blue Ash Taxable Income (Line 3 plus Line 4a.).....5.	\$	
Tax	6.	Blue Ash Income Tax (Multiply Line 5 by <b>1.25%</b> [.0125]).....6.	\$	
Credits and Pmts	7.	a. Blue Ash Tax Withheld (per W-2s or see Worksheet A).....7a.	\$	
		b. Estimates Paid (including credit from previous year) .....7b.	\$	
		c. Credit for Other City Taxes Withheld (Limitations apply, Wksht A) .....7c.	\$	
		d. Credit for Other City Taxes Paid (Limitations apply, Wksht C).....7d.	\$	
	8.	Total Payments and Credits (Lines 7a + 7b + 7c + 7d).....8.	\$	
Owe, Refund, or Credit	9.	<b>Tax Due</b> (Subtract Line 8 from Line 6).....9.	\$	
	10.	Overpayment (Line 8 greater than Line 6).....10.	\$	
	11.	Amount to be Refunded (Amounts \$10 or less will not be refunded).....11.	\$	<input type="checkbox"/> Refund Requested
	12.	Amount to be Credited to Next Year (Amounts \$10 or less will not be credited)..12.	\$	

**Part B Declaration of Estimated Tax for 2025 – Mandatory if estimated liability is \$200.00 or more**

Next Year	13.	Total estimated income subject to tax.....13.	\$	
	14.	Blue Ash Income Tax Declared (Multiply Line 13 by 1.25% [.0125]).....14.	\$	
	15.	Estimated Local Taxes Withheld from Wages (Not to exceed 1.25% of those wages taxed) .....15.	\$	
	16.	Net Tax Due (Line 14 minus Line 15) <b>STOP</b> if this amount is zero.....16.	\$	
	17.	First Quarter Declaration Due (See instructions, minimum due is 22.5%).....17.	\$	
	18.	Less credits (from Line 12 above).....18.	\$	
	19.	<b>Net First Quarter estimated tax due</b> if Line 17 minus Line 18 is greater than zero*.....19.	\$	
Due	20.	<b>TOTAL AMOUNT DUE</b> —Line 9 plus Line 19 ( <b>Payable to Blue Ash Income Tax Office</b> )	\$	

TAX OFFICE USE	Tax	Penalty	Interest	Late	months	TOTAL DUE \$
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*\*Subsequent estimated quarterly payments are due by the 15th of June, September and the following January.*

The undersigned declares that this return (and accompanying schedules) is a true, correct and complete return for the taxable period stated and that the figures used herein are the same as used for Federal Income Tax purposes.

\_\_\_\_\_  
Signature of Taxpayer (Required)

Yes, Blue Ash may contact the Preparer shown.

\_\_\_\_\_  
Signature of Spouse (Required if Joint Return)

\*Credit Card Payment Form on separate page following the Individual Return

\_\_\_\_\_  
Signature of Preparer (if other than Taxpayer)

\_\_\_\_\_  
Name and Address of Preparer

<b>WORKSHEET A - SALARIES, WAGES, TIPS, AND OTHER COMPENSATION PER W-2(S)</b>						
Attach copies of all: W-2s (both pages if more than one), and if applicable: Refunds from other municipalities						
	COLUMN A	COLUMN B	COLUMN C	COLUMN D	COLUMN E	COLUMN F
Employer	City Where Employed	<b>W-2 Box 5</b> Medicare Wages (If blank use Box 18)	Total Wages <b>Refunded</b> from another Municipality (if applicable)	Column B minus Column C	Blue Ash Tax Withheld	Other City Tax Withheld (Max 1.25% - see instructions)
<b>Totals</b>		\$	\$	\$	\$	\$

enter Pg. 1, Ln. 1

enter Pg. 1, Ln. 7a

enter Pg. 1, Ln. 7c

<b>WORKSHEET B - BUSINESS/OTHER INCOME or LOSS</b>				
Attach copies of all Federal Forms and Schedules that support amounts entered below				
	Schedules	COLUMN A	COLUMN B	COLUMN C
		Income / (Loss) from Federal Schedules	Blue Ash Percentage	Blue Ash Taxable Income (Column A x Column B)
B1.	<b>Schedule C - Business Income</b> (A separate allocation schedule is required for each Schedule C).		%	
B2.	<b>Schedule E - Rental Income</b> Residents enter profit/loss from all properties. Nonresidents enter only profit/loss from Blue Ash properties.		%	
B3.	<b>Schedule K-1 - Partnership Income</b> (Residents enter profit/loss from entities that do not withhold Blue Ash tax on entire distributive share)		%	
B4.	<b>Other Income – Fed. Sched. 1 (1040) Line 8 (b-f, h-l, r, v, &amp; z), 1099-MISC, W-2G, Fed. Schedule F, Fed. 4797, etc.</b>		%	
B5.	<b>TOTAL TAX YEAR BUSINESS/OTHER INCOME (LOSS)</b>			
If (Loss) STOP, enter Pg. 1, ln.4b.				
B6.	<b>Blue Ash Losses Carried Forward to Offset Current Year Business Income</b>  2019(____)+ 2020(____)+ 2021(____)+ 2022(____)+ 2023(____)	Total 2019-2023 Losses Available  _____	→	2019-2023 NOL Applied  _____
B7.	<b>TOTAL Taxable Income (B5 less B6 Column C)</b>			\$

Income enter Pg. 1, Ln. 4a.

<b>WORKSHEET C – CALCULATION OF CREDIT FOR TAXES PAID TO OTHER MUNICIPALITIES FOR NON W-2 INCOME ONLY</b>				
Attach copies of all other municipal filings				
Income Source	Municipality (Not Blue Ash)	Taxable Income (attach other municipal return)	Taxed by Blue Ash	Credit for Taxes Paid to Another Municipality LIMITED, Max 1.25% - see instructions
<b>Totals</b>		\$	\$	\$

enter Pg. 1, Ln. 7d

<b>SCHEDULE Y - BUSINESS APPORTIONMENT FORMULA</b>				
For nonresidents who earn a portion of net profits in Blue Ash.				
		a. Located Everywhere	b. Located in Blue Ash	c. Percentage (b / a)
STEP 1.	Average Original Cost of Real and Tangible Personal Property	_____	_____	
	Gross Annual Rent Paid Multiplied by 8	_____	_____	
	<b>TOTAL STEP 1</b>	\$ _____	\$ _____	%
STEP 2.	Wages, Salaries, and Other Compensation Paid	\$ _____	\$ _____	%
STEP 3.	Gross Receipts: Sales Made and/or Services Performed	\$ _____	\$ _____	%
STEP 4.	Total Percentages. (Add Percentages from Steps 1-3)			%
STEP 5.	Apportionment Percentage (Divide Total Percentage by Number of Percentages Used)			%



## CITY OF BLUE ASH INCOME TAX RETURN INSTRUCTIONS – INDIVIDUAL FORM

This form is to be used by individuals who receive income reported on federal forms W-2, W-2G, 1099-MISC, 1099-NEC, and/or Schedules 1, C, E, F, or K-1. Individuals who file who file as Sole Proprietors or Single Member LLCs should also use this form. If you had no taxable income, then you may be able to complete the “No Income” return located on our website, [www.blueash.com/departments/tax\\_office](http://www.blueash.com/departments/tax_office).

### Important Notes:

All residents 18 and over are required to file a Blue Ash tax return even if no tax is owed and if no Federal or State return was filed.

Do not forget to include the required forms: W-2s, 1099s, Federal 1040 and applicable schedules, especially Federal Schedule 1 (amount on Line 8). Your filing is not complete and will not be processed without the required forms.

If you have losses from individual business income, see the instructions for Line 4/Worksheet B.

### GENERAL INFORMATION

**Extension Requests:** Federal extensions will extend to the Blue Ash return (6 months). If no federal extension is granted, a taxpayer may request a Blue Ash extension by the filing due date. An extension to file is not an extension to pay. Penalty and interest will apply to all payments received after the return due date.

**Estimated Payments:** First quarter due with return, quarters 2, 3, and 4 due by June 15<sup>th</sup>, September 15<sup>th</sup>, and January 15<sup>th</sup>.

**Qualifying Wages:** Generally include amounts reported in the Medicare wage base (W-2 Box 5) plus employer provided supplemental unemployment compensation benefits described in Section 3402(o)(2) of the Internal Revenue Code and compensation of pre-1986 employees exempt from Medicare that is not included in the Medicare wage base solely because of the Medicare grandfathering provision.

**Supporting Documents:** All supporting documents **must** be included:

- Federal 1040 (no exceptions) and Federal Schedule 1
- Federal Schedules C,E,F (if applicable)
- All pages of W-2s, W-2Gs (no exceptions)
- 1099-NEC/MISC
- 4797
- Any other supporting documents

### Part A – Tax Calculation

**LINE 1:** Enter the total qualifying wages, usually the amount shown on the W-2 in Box 5 Medicare Wages. For multiple W-2s complete Worksheet A on page 2 of the return.

**LINE 2:** Part year or non-residents only: For partial year residents deduct the amount of gross wages included on Part A, LINE 1 that was earned outside of Blue Ash during the period when you were not a resident. If accurate records are not available, you may prorate your taxable income by dividing the number of months lived in Blue Ash by the total months in the year. For non-residents, include a schedule of calculations and an itinerary of days worked outside of Blue Ash, listing the dates and location of the worksite.

**LINE 3:** LINE 1 minus LINE 2.

**LINE 4:** Other Income and Business Income or Loss. Complete **Worksheet B** on page 2 of return.

- B1. Schedule C – Business Income: Residents are subject to Blue Ash tax on all business income no matter where earned. Non-Residents of Blue Ash must multiply the net profit or loss from each Schedule C by the apportionment percentage derived on Schedule Y to determine the Blue Ash Taxable Income (Loss). Combine the profits and losses from all businesses reported on Schedule C.
- B2. Schedule E – Rental Income: Blue Ash residents report all profits or losses from rental property no matter where the property is located. Non-Residents of Blue Ash report profits or losses only from properties located within Blue Ash.
- B3. Flow-through Profits and Losses: The tax is levied on the partners, members or other owners of a flow-through entity excluding S-Corporations. Businesses operating in Blue Ash are required to report the portion of the net profit earned in Blue Ash and to remit the tax on behalf of all their partners. Residents of Blue Ash are to report their distributive shares of income or loss.
- B4. Other Income: Please provide documentation such as copies of federal schedules of Forms 1099-NEC/MISC not already reported on Schedule C. Also taxable are all prizes, awards and income derived from gambling, wagering, lotteries, or games of chance by residents, regardless of where derived or by non-residents from sources in the municipality and as reported on IRS Forms W-2G, 5754, 4797 or any other form required by the IRS to report such prizes, awards, and income. (1099s reporting interest, dividends, & retirement income are NOT taxable).
- B5. Sum lines B1 to B4. If the total is negative you have a loss. STOP. Enter the current year loss on page 1 LINE 4b.
- B6. NOL Carryforward from tax years 2019-2023: State law changes no longer limit the deduction allowed for operating losses carried forward from tax years 2019-2023. 100% of the losses available in these tax years (B6 Column C) may be used to reduce taxable income on Worksheet B, LINE B5.
- B7. Total Income: B5 less B6 Column C. Enter TOTAL Taxable Income on Part A, LINE 4a.

**LINE 5:** LINE 3 plus LINE 4a. (A net loss reported on LINE 4b may not be used to offset W-2 income from LINE 1).

**LINE 6:** Multiply LINE 5 by 1.25% [0.0125].

**LINE 7a:** Enter the amount of Blue Ash Tax withheld by employers. Worksheet A, Column E.

**LINE 7b:** Enter the total amount of paid estimated tax payments, any amount paid with an extension and any prior year overpayments. Estimated payments may be subject to the underpayment of estimated tax penalty.

**LINE 7c:** From Worksheet A, Column F on page 2 of return. Enter the amount of taxes withheld for, or paid to, another municipality subject to the following limitations.

Residents of the City of Blue Ash may claim a credit for taxes paid to another municipality up to 1.25% of those wages actually taxed (Worksheet A, Column F) on the W-2. Credit is limited to the other local tax rate used (no more than 1.25%) multiplied by the wages actually taxed per each individual W-2. Credit is not allowed for the portion of taxes withheld exceeding 1.25% paid to municipalities with higher tax rates (example: City of Norwood tax rate is 2%. The difference of .75% excess may not be used as credit to offset other W-2 income.

Part-year residents may claim taxes paid to other cities for the part of the year they were a Blue Ash resident. Provide documentation in the form of W-2s or tax returns submitted to other municipalities. Partners claiming credit for taxes withheld or otherwise paid to another municipality by a partnership must provide documentation to support this credit. Non-residents may not claim taxes paid to another municipality.

Please note: If any other wage base is used besides total Qualifying Wages (usually W-2 Box 5) and/or if it is not fully withheld at that municipality's tax rate, adjustments could be made to your tax return. Also, refunds received from your work municipality may affect taxes due to your resident municipality.

**LINE 7d:** Complete Worksheet C on page 2 of return and provide copies of other municipal filings for which you are claiming credit.

Enter the amount of taxes paid to another municipality, subject to the following limitations:

Residents of the City of Blue Ash may claim a credit for taxes paid to another municipality up to 1.25% of the non W-2 income actually taxed per the other municipality's return. Credit is limited to the local tax rate used (no more than 1.25%) multiplied by the income actually taxed per each individual return.

Non-residents may not claim taxes paid to another municipality.

**LINE 8:** Add LINES 7a, 7b, 7c, and 7d.

**LINE 9:** Subtract LINE 8 from LINE 6 to find the Tax Due. Payment is not required if the amount is \$10 or less.

**LINE 10:** If LINE 8 is greater than LINE 6, this is your overpayment. Amounts \$10 or less will not be refunded or credited.

**LINE 11:** Enter the amount from LINE 10 to be refunded. Amounts \$10 or less will not be refunded.

**LINE 12:** Enter the amount from LINE 10 to be credited to next year's estimated tax liability. Amounts \$10 or less will not be credited. If an amount is listed on LINE 10, the sum of LINE 11 and LINE 12 must equal LINE 10.

**Part B – Declaration of Estimated Tax for Next Year – Mandatory if estimated liability is \$200 or greater.**

**LINE 13:** Enter amount of estimated taxable income for 2023.

**LINE 14:** Multiply LINE 13 by 1.25% [0.0125] to determine the total estimated tax for 2023.

**LINE 15:** Enter the estimated amount of Blue Ash and other allowable municipal taxes to be withheld from wages.

**LINE 16:** LINE 14 minus LINE 15.

**LINE 17:** Option 1 – Divide LINE 16 by 4 to pay 25% [.25], to be on track to pay 100% of estimated tax liability by January.

Option 2 – Multiply LINE 16 by 22.5% [.225], to be on track to pay 90% of the tax liability by January.

**LINE 18:** Enter the amount of credits from LINE 12.

**LINE 19:** Enter and remit the net estimated tax due if LINE 17 minus LINE 18 is greater than zero.

This is the first of four quarterly estimated tax payments. The second payment is due on **June 15<sup>th</sup>** and is equal to the amount on LINE 19 less any overpayment still available from prior years. The third payment is due **September 15<sup>th</sup>** and the final estimated payment due **January 15<sup>th</sup>**. The total amount paid by January 15<sup>th</sup> must equal the minimum of 90% of the tax liability. Failure to remit timely estimated payments may result in charges of penalties and interest.

**LINE 20: Total amount due with return – Combine LINE 9 and LINE 19.**

Make Checks Payable to: **Blue Ash Income Tax Office**

Mail to: **4343 Cooper Road, Blue Ash, OH 45242**