

- (C) Individual Retirement Account in accordance with section 219 of Federal Internal Revenue Code (attach Form 5498, issued by your financial institution). Allocate deduction at same percentage as income taxable to Flint.
- (D) Moving Expenses (into this taxing area only, attach Form 3903).
- (E) Alimony, separate maintenance payments and principle sums payable in installments to the extent inclusive in the spouse's adjusted gross income under the Federal Internal Revenue Code.
- (EI) Renaissance Zone Deduction - This deduction may be claimed by individual taxpayers who have income from rental real estate, an individual proprietorship (Federal Schedule C Business) or a partnership that has business activity within any of the City of Flint Renaissance Zones. Those individuals who qualify for the deduction must attach a copy of the approval letter issued by the Assessment Division. Enter on line 10, Schedule A.

IMPORTANT: The above deductions (A thru EI are limited to the amount taken on your federal returns and by the extent they apply to income taxable under Flint Income Tax Ordinance. Any of the above deductions taken must be entered in Schedule A, page 2 of the return. A copy of the federal schedule(s) supporting such deductions MUST be attached.

INSTRUCTIONS FOR SCHEDULE B

Non-residents who performed only part of their services in Flint, show in column headed "Federal Wages Reported on Form(s) W-2"(page 1), the full amount of your Federal earnings as recorded in box #I of your W-2 statement. Compute the deduction to be entered on line 3 by filling in schedule B, page 2. See instructions below for completion of Schedule B.

Line 1 - Enter only the number of days you were on the job. You are not on the job when there is a holiday, or when you are sick, or on vacation. Example: a construction worker worked 216 days in Flint and 24 days out of Flint, or a total of 240 working days. He would report 240 days.

Line 2 - Enter the actual number of days you worked outside of Flint.

Line 3 - Enter the address where your work was performed outside the City of Flint.

Complete address must be given; street number, street name, city and state. **Line 4** - Enter the percentage of days worked outside of Flint. Divide line 2 by line 1.

Line 5 - Enter your total wages as shown in box I of your Federal copy of your W-2.

Line 6 - Enter the dollar amount of wages earned outside Flint, multiply line 5 by the percentage calculated on line 4.

NOTE - Instead of using days worked, employees paid on a commission basis should multiply their total wages by the ratio of commissions earned out of Flint to total commissions earned.

INSTRUCTIONS FOR SCHEDULE D

Line I - Enter on column I the average net book value of all real and tangible personal property owned by the business regardless of location. In Column II show the average net book value of the real and tangible personal property owned and located in the city. The average net book value of real and tangible property may be determined by adding the net book value at the beginning of the year and the net book value at the end of the year and dividing the sum by two. If this method will not properly reflect the average net book value, any other method that will accurately reflect it will be permitted.

Line la - Enter in Column I the gross annual rent for all rented real property regardless of location. In Column 11 show the gross annual rent for rented real property located in the city.

Line lb - Add lines 1 and la, enter total in Columns I and 11. Enter percentage in Column III (Column 11 divided by Column 1).

Line 2 - Enter in Column I the total compensation paid to employees during the year. In Column 11 show the compensation paid to employees for work or services performed within the city.

Line 3 - Enter in Column I the total gross revenue from all sales or services rendered during the year. In Column 11 show the amount of revenue earned in the city.

Line 4 - Add the percentages on Lines I b, 2 and 3, enter the total.

Line 5 - Compute the average of the percentages listed on Line 4 (divide Line 4 by 3). However, if a factor does not exist, divide the sum of the percentages by the number of factors actually used.

COMPUTATION OF TAX

20) On page 1, subtract line 3 from line 2, then add or (subtract) line 4, enter total on line 5, subtract exemptions on line 6 and enter net taxable income on line

7. Multiply this by 1/2% (.005) to determine the City of Flint tax, and enter tax on line 8.

21) Filer assumes full liability for errors in computation of tax. Penalty and interest shall be applied per Public Act 284 of the Michigan Compiled Laws for failure to pay the full amount of tax by April 30, 2001. If the total interest or interest and penalty to be assessed is less than \$2.00, a minimum charge of \$2.00 shall be assessed.

22) Computation errors will result in a delay in the issuance of refund checks,

PAYMENTS AND CREDIT

23) On line 9a, page 1, enter the amount of Flint tax withheld as shown on your FW-2 or W-2 statements. The city copy of your FW-2 or W-2 showing clearly the amount of Flint tax withheld must be submitted with your return before credit can be allowed for the Flint tax withheld.

24) On line 9b, page 1, enter the amount of any payments you made on your 2000 City of Flint Declaration of Estimated Tax (form F-1040-ES). Also, enter 2000 credit taken from your 1999 Flint income tax return.

- 25) On line 9c, page 1, enter any Flint income tax paid in your behalf by any partnership of which you are a partner. You must, of course, enter your income from such partnership on line 4, Schedule A, page 2 of return.

TAX DUE OR REFUND

- 26) Amount you owe - Enter on line II, page 1. After computing your Flint Income tax and deducting your credits, if the balance due is one dollar (\$1.00) or more it must be paid when filing this return. Tax due of less than one dollar (**\$1.00**) need not be paid, however a return must be filed. Make check or money order payable to the "Treasurer, City of Flint" and mail with this return to:
Treasurer, City of Flint, Income Tax Office, P.O. Box 99, Flint, Michigan 48501.
- 27) Amount due you - Enter on line 12, page 1. If your payment and credits exceed the tax, show the amount of such over-payment on line 12 and check the proper box on line 13 to indicate whether you wish the over-payment as a refund or as a credit on your 2001 estimated tax, and mail to: Treasurer, City of Flint, Income Tax Office, P.O. Box 1800, Flint, Michigan 48501. Refunds will be made as quickly as possible, but please allow 90 days before making any inquiry. Refunds of less than one dollar (\$1.00) will not be made. Overpayments of less than one dollar (\$1.00) will not be applied as a credit on the next year's tax.

DECLARATION OF ESTIMATED TAX

- 28) You must make estimated income tax payments if you expect to owe more than \$100 when you file your 2001 annual return. This is after crediting amounts you paid through withholding and all other credits. Estimated payments are due April 30, June 30, September 30, and January 31. Interest and penalty will be assessed for failure to comply with this provision.
Exception: If you owe more than \$100 you may not have to make estimated payments if you expect your 2001 withholding and credits to be at least 70 percent of your total 2001 or 2000 tax (line 8). If you **filed** estimates for 2000, the City of Flint will send you personalized forms for 2001. Otherwise, request Form F- I 040-ES.

AMENDED RETURNS

- 29) Amended returns should be filed on regular City of Flint income tax return clearly labeled as amended and the tax year applicable. Computations should show corrected amounts and include adjustments for payments made or refunds received on original return. Explanation must be included for amended returns.

TAXPAYER'S RIGHT OF APPEAL

- 30) In accordance with Section 92, City of Flint Income Tax Ordinance, "a taxpayer or employer may **file** a written notice of appeal with the secretary of the income tax board of review within 30 days after receipt of a **final** assessment, denial in whole or in part of a claim for refund, or special ruling of the administrator." The board of review shall grant the appellant a hearing and render a decision based on evidence presented by both the city and the appellant.

EXTENSIONS

- 31) You may request more time to **file** your return by sending payment of your estimated annual liability to the City of Flint with a written request for an extension (up to six months) on or before the due date of your return. If you underestimate your tax due and do not pay enough with your extension request, you must pay interest and penalty on the unpaid amount . Do not request an extension if you will be claiming a refund.

ASSISTANCE

- 32) If you have any questions not answered in this instruction sheet, or if you need assistance in preparing your return, **call (810) 766-7015** or visit the Income Tax Office. Questions by mail should be directed to:

**Income Tax Administrator
City of Flint Income Tax Office
1101 S. Saginaw Street**

Flint, Michigan 48502