

TEMPORARY ORDINANCE NO. 34-14

PERMANENT ORDINANCE NO. 31-14

AN ORDINANCE TO AMEND LANCASTER CODIFIED ORDINANCE PART ONE – ADMINISTRATIVE CODE, TITLE NINE – TAXATION, CHAPTER 181 OF THE CODIFIED ORDINANCES OF THE CITY OF LANCASTER, TO REPEAL EXISTING PART ONE – ADMINISTRATIVE CODE, TITLE NINE – TAXATION, CHAPTER 181, AND TO DECLARE AN EMERGENCY

WHEREAS, in the interest of economic development the City wishes to promote jobs in industry, advanced technology, and historic downtown development by having a performance based withholding incentives available for use in attracting and securing economic development.

NOW THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LANCASTER, STATE OF OHIO:

SECTION 1. That Chapter 181 be amended pursuant to Exhibit A, attached hereto.

SECTION 2. That existing Chapter 181 is repealed in its entirety.

SECTION 3. This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the City, and for the further reason that this Ordinance is required to be immediately effective in order to enhance economic development initiatives, wherefore this Ordinance shall be in full force and effect immediately upon its passage and approval by the Mayor.

Passed: 12/22/14 after 2nd reading. Vote: Yeas 9 Nays 0

Approved: 12/22/14

Clerk: Jeresa Lee Sandy

Offered by: [Signature]

Second by: Melody L. Bobbitt

Requested by Economic Development Committee

[Signature]
President of Council

[Signature]
Mayor

TITLE NINE - Taxation
Chap. 181. Income Tax.

CHAPTER 181
Income Tax

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| 181.10 | Investigative powers of the Administrator; penalty for divulging confidential information. | * 181.22 | Performance withholding incentive for industrial and advanced technology jobs |
| | | * 181.23 | Performance withholding incentive for historic district jobs |

CROSS REFERENCES

- Power to levy - see Ohio Const., Art. XII, §8
Payroll deductions - see Ohio R.C. 9.42
Municipal income taxes - see Ohio R.C. Ch. 718
City Income Tax Department control - see ADM. 121.01
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181.01 PURPOSE; LEVY.

To provide funds for the purpose of general municipal operations, maintenance, new equipment, extension and enlargement of municipal services and facilities and capital improvements of the City of Lancaster, Ohio, there shall be, and is hereby, levied a tax on salaries, wages, commissions and other compensation, and on net profits as hereinafter provided. (Ord. 38-00. Passed 11-27-00.)

181.02 DEFINITIONS.

As used in this chapter, the following words shall have the meaning ascribed to them in this section, except as and if the context clearly indicates or requires a different meaning.

- (a) ADMINISTRATOR – The individual designated by the ordinance, whether appointed or elected, to administer and enforce the provisions of the ordinance, also commonly referred to as Tax Commissioner.
- (b) ASSOCIATION – A partnership, limited liability partnership, limited liability company, Chapter S corporation as defined in the federal tax code, or any other form of unincorporated entity, owned by two or more persons.
- (c) BOARD OF APPEAL – The Board created by and constituted as provided in Section 181.14.
- (d) BUSINESS – An enterprise, activity, profession, or undertaking of any nature conducted for profit or ordinarily conducted for profit, whether by an individual, partnership association, corporation or any other entity.
- (e) CORPORATION – A corporation or joint stock association organized under the laws of the United States, the State of Ohio, or any other state, territory, or foreign country or dependency, but not including Chapter S Corporations.
- (f) EMPLOYEE – One who works for wages, salary, commission or other type of compensation in the service of an employer.
- (g) EMPLOYER – An individual, partnership, association, corporation, governmental body, unit or agency, or any other entity, whether or not organized for profit, who or that employs one or more persons on a salary, wage, commission, or other compensation basis.
- (h) FISCAL YEAR – An accounting period of twelve (12) months or less ending on any day other than December 31st.
- (i) GROSS RECEIPTS – The total income from any source whatsoever.
(Ord. 38-00. Passed 11-27-00.)
- (j) NET PROFITS – A net gain from the operation of a business, profession, enterprise or other activity after provision for all ordinary reasonable and necessary expenses either paid or accrued in accordance with the accounting system used by the taxpayer for Federal income tax purposes, without deduction of taxes imposed by this chapter, federal, state, and other taxes based on income; exclusive of the amount of Ohio Franchise tax computed on the net worth basis, and in the case of a partnership without deduction of salaries paid to partners and otherwise adjusted to the requirements of this chapter. Net profits shall include ordinary gain from recaptured depreciation. A R.E.I.T. shall be taxed as an entity on net profits before deduction of distributions to owners/members. In the case of income of a sole proprietor, and pass-through or other non-wage income earned after December 31, 2000 that is

subject to self-employment tax, there shall be no deduction of the one-half self-employment tax.

(Ord. 40-01. Passed 12-10-01.)

- (k) NON-RESIDENT – An individual domiciled outside the City of Lancaster, Ohio.
- (l) NON-RESIDENT UNINCORPORATED BUSINESS ENTITY – An unincorporated business entity not having an office or place of business within the City of Lancaster, Ohio.
- (m) OWNER – A partner of a partnership, shareholder of an S corporation, member of a limited liability company or any other class of entity the income or profits from which are given pass-through treatment under the Internal Revenue Code.
- (n) PERSON – Every natural person, partnership, fiduciary, association or corporation. Whenever used in any clause prescribing and imposing a penalty, the term “person” as applied to any unincorporated entity, shall mean the partners or members thereof, and as applied to corporations, the officers thereof.
- (o) PLACE OF BUSINESS – Any bona fide office (other than a mere statutory office), factory, warehouse or other space which is occupied and used by the taxpayer in carrying on any business activity individually or through one or more of his regular employees regularly in attendance.
- (p) RESIDENT – An individual domiciled in the City of Lancaster, Ohio.
- (q) RESIDENT UNINCORPORATED BUSINESS ENTITY – An unincorporated business entity having an office or place of business within the City of Lancaster, Ohio.
- (r) TAXABLE INCOME – Wages, salaries and other compensation paid by an employer or employers before any deductions and/or the net profits from the operation of a business, profession or other enterprise or activity adjusted in accordance with the provisions of the ordinance.
- (s) TAXABLE YEAR – The calendar year, or the fiscal year upon the basis of which the net profits are to be computed under this ordinance and, in the case of a return for a fractional part of a year, the period for which such return is required to be made.
- (t) TAXING MUNICIPALITY – Any municipal corporation levying a municipal income tax on salaries, wages, commissions and other compensation earned by individuals and on the net profits earned from the operation of a business, profession or other activity.
- (u) TAXPAYER – A person, whether an individual, partnership, association, or any corporation or other entity, required hereunder to file a return or pay a tax.

The singular shall include the plural, and the masculine shall include the feminine and the neuter. (Ord. 38-00. Passed 11-27-00.)

181.03 IMPOSITION OF TAX.

(a) Subject to the provisions of Section 181.17, an annual tax for the purposes specified in Section 181.01, hereof shall be imposed on and after July 1, 1989, at the rate of 1.75 percent per annum upon the following:

- (1) On all salaries, wages, commissions and other compensation earned during the effective period of the ordinance by residents of the City of Lancaster, Ohio, including income from lottery winnings and prize money in the amount

of more than \$5,000 won on or after January 1, 2001. On all income received as gambling winnings from gaming, wagering and other games of chance and reported on Internal Revenue Service Form W-2G, Form 5754 and/or any other form required by the Internal Revenue Service that reports winnings from gambling and prizes after September 30, 2012.

(Ord. 11-12. Passed 10-15-12.)

- (2) On all salaries, wages, commissions and other compensation earned during the effective period of the ordinance by nonresidents for work done or services performed or rendered in the City of Lancaster, Ohio, subject to the 12-day occasional entry provision outline in subsection (e)(2) below.

(Ord. 22-05. Passed 5-9-05.)

- (3) A. On the portion attributable to the City of Lancaster, Ohio, of the net profits earned during the effective period of this chapter of all resident associations, unincorporated businesses, professions or other entities, derived from sales made, work done, services performed or rendered and business or other activities conducted in the City of Lancaster, Ohio.
- B. On the portion of the distributive share of the net profits earned during the effective period of this chapter of a resident partner or owner of a resident association or other unincorporated business entity not attributable to the City of Lancaster, Ohio, and not levied against such unincorporated business entity. Provided, however, that the liability of an individual partner or owner taxable hereunder on income attributable to another taxing municipality shall be subject to the Relief Provisions of Section 181.16 hereof.
- (4) A. On the portion attributable to the City of Lancaster, Ohio of the net profits earned during the effective period of this chapter of all non-resident associations, unincorporated businesses, professions or other entities, derived from sales made, work done or services performed or rendered and business or other activities conducted in the City of Lancaster, Ohio, whether or not such association or unincorporated business entity has an office or place of business in the City of Lancaster, Ohio. For sole proprietors, this shall be subject to the 12-day occasional entry provision outlined in subsection (e)(2) below.
- B. On the portion of the distributive share of the net profits earned during the effective period of this chapter of a resident partner or owner of a non-resident association or unincorporated business entity not attributable to the City of Lancaster, Ohio and not levied against such unincorporated business entity. Provided, however, that the liability of an individual partner or owner taxable hereunder on income attributable to another taxing municipality shall be subject to the Relief Provisions of Section 181.16 hereof.
- (5) On the portion attributable to the City of Lancaster, Ohio of the net profits earned during the effective period of this chapter of all corporations derived from sales made, work done, services performed or rendered and business or

other activities conducted in the City of Lancaster, Ohio, whether or not such corporations have an office or place of business in the City of Lancaster, Ohio.

(b) The portion of the net profits attributable to the City of Lancaster, Ohio of a taxpayer conducting a business, profession or other activity both within and without the boundaries of the City of Lancaster, Ohio shall be determined as provided in Section 718.02 of the Revised Code of Ohio and in accordance with the rules and regulations adopted by the Administrator pursuant to this chapter.

(c) Net Operating Loss.

- (1) The portion of a net operating loss sustained in any taxable year starting prior to January 1, 2001, allocable to the City of Lancaster, Ohio may be applied against the portion of the profit of succeeding years allocable to the City of Lancaster, Ohio until exhausted but in no event for more than five (5) taxable years. The portion of a net operating loss sustained in any taxable year starting after December 31, 2000 but prior to January 1, 2004, allocable to the City of Lancaster, Ohio may be carried forward for not more than one (1) taxable year. The portion of a net operating loss sustained in any taxable year starting after December 31, 2003, allocable to the City of Lancaster, Ohio may not be carried forward. No portion of a net operating loss may be carried back against net profit of any prior year. (Ord. 73-03. Passed 12-22-03.)
- (2) Effective for taxable years starting after December 31, 2000, the net loss from an unincorporated business activity may not be used to offset other taxable income, salaries, wages, commissions or other compensation earned. If a taxpayer is engaged in two or more taxable business activities to be included on the same tax return, the net loss allocable to Lancaster from one unincorporated business activity may be used to offset the net profit of another unincorporated business activity for purposes of arriving at overall net profit.
- (3) The portion of a net operating loss sustained shall be allocated to the City of Lancaster, Ohio in the same manner as provided herein for allocating net profits to the City of Lancaster, Ohio.
- (4) The Administrator may provide by Rules and Regulations the manner in which such net operating loss carry-forward shall be determined.

(d) Consolidated Returns.

- (1) Filing of a consolidated return from any affiliated group of corporations subject to Lancaster income tax is permitted if that affiliated group filed for the same tax reporting period a consolidated return for federal income tax purposes pursuant to Section 1501 of the Internal Revenue Code. Once a consolidated return has been filed with Lancaster, that same approach must be used in all subsequent tax years for as long as a federal consolidated return continues to be filed.
- (2) In the case of a corporation that carried on transactions with its stockholders

or with other corporations related by stock ownership, interlocking directorates, or some other method, or in case any person operates a division, branch, factory, office, laboratory or activity within the City of Lancaster, Ohio, constituting a portion only of its total business, the Administrator shall require such additional information as he may deem necessary to ascertain whether net profits are properly allocated to the City of Lancaster, Ohio. If the Administrator finds net profits are not properly allocated to the City of Lancaster, Ohio, by reason of transactions with stockholders or with other corporations related by stock ownership, interlocking directorates, or transactions with such division, branch, factory, office, laboratory or activity or by some other method, he shall make such allocation as he deems appropriate to produce a fair and proper allocation of net profits to the City of Lancaster, Ohio.

(e) Exceptions.

- (1) The tax provided for herein shall not be levied upon the military pay or allowances of members of the armed forces of the United States, or upon the net profits of any civic, charitable, religious, fraternal or other organization specified in Section 718.01 of the Revised Code of Ohio to the extent that such net profits are exempted from municipal income taxes under said Section. It is also provided that this tax shall not be levied upon poor relief, unemployment insurance benefits, supplemental unemployment benefits, old age pensions or similar payments received from local, state or federal governments or charitable or religious organizations, worker's compensation insurance and social security benefits. The tax provided for herein shall not be levied upon the earnings of any person under sixteen (16) years of age, whether a resident or nonresident.
- (2) A. For tax years starting January 1, 2001 or later, a non-resident individual (if the non-resident is an employee, the principal place of employment of the non-resident's employer must be outside of Lancaster) who works in Lancaster on 12 or fewer days per year shall be considered an occasional entrant and shall not be subject to Lancaster's municipal income tax for those 12 (or fewer) days. For purposes of this 12-day calculation, any portion of a day worked in Lancaster shall be counted as one day worked in Lancaster.
B. If a non-resident individual works in Lancaster on 13 or more days per year, where a day is as defined in subsection (e)(2)A., no such exception shall apply.
- (3) The 12-day occasional entry provision does not apply to professional entertainers or professional athletes, or to promoters of professional entertainment or sporting events and their employees.
(Ord. 38-00. Passed 11-27-00.)

181.04 IMPOSITION OF TAX FOR PARKS AND RECREATION.

To provide funds for the purposes of operating, maintaining, repairing and providing capital

facilities for municipal park and recreational activities and facilities, there should be and is hereby levied an annual tax, in addition to the tax levied by Section 181.03, and any other section imposing a tax on earnings and income, for the period January 1, 2008 through December 31, 2012 upon those classes of earnings and income set forth in Section 181.03 at the rate of one and one-half tenths of one percent (0.15%).

(Ord. 32-07. Passed 5-21-07.)

181.041 IMPOSITION OF TAX FOR FIRE AND POLICE.

Of the total imposed tax of 1.6%, forty-five hundredths of one percent (0.45%) is to provide funds for the purpose of operating, maintaining, repairing and providing capital facilities for the Fire and Police Departments of the City.

(Ord. 38-00. Passed 11-27-00.)

181.043 IMPOSITION OF TAX FOR OPERATIONS OF FIRE SERVICES.

To provide funds for the purpose of providing fire services within the City and acquiring equipment for such services and paying principal and interest on securities issued and public obligations incurred to finance such equipment, there is levied an additional tax of one and one-half tenths of one percent (.15%) upon those classes of salaries, wages, commissions, net profits and other compensation set forth in Section 181.03 effective July 1, 2005.

(Ord. 22-05. Passed 5-9-05.)

181.05 EFFECTIVE PERIOD.

The tax imposed by this chapter, as amended, shall be levied, collected and paid upon the salaries, wages, commissions and other compensation, and with respect to the net profits of businesses, professions or other activities. The tax imposed by Sections 181.03 and 181.041 shall remain in effect until repealed. The tax imposed by Section 181.04 shall remain in effect through December 31, 2012. (Ord. 32-07. Passed 5-21-07.)

181.06 RETURN AND PAYMENT OF TAX.

(a) Each taxpayer, except as herein provided, shall, whether or not a tax be due thereon, make and file a return on or before April 30th of the year following the effective date of this ordinance up to and including the year 2000, and on or before April 15th of each year thereafter. When the return is made for a fiscal year or other period different from the calendar year, the return shall be filed within four (4) months from the end of such fiscal year or period if the tax period starts on or before January 1, 2001 and within three and one half (3.5) months from the end of such fiscal year or period if the tax period starts after January 1, 2001.

(b) The return shall be filed with the Administrator on a form or forms furnished by or obtainable upon request from such Administrator, or on a generic form in conformity with subsection (f) below, setting forth:

- (1) A. The aggregate amount of salaries, wages, commissions and other compensation earned; and
- B. The gross income from a business, profession or other activity less allowable expenses incurred in the acquisition of such gross income;
- C. Such income shall include only income earned during the year, or

portion thereof, covered by the return and subject to the tax imposed by this ordinance;

- (2) A. The amount of tax imposed by this chapter on income reported;
- B. Any credits to which the taxpayer may be entitled under the provisions of Sections 181.07, 181.08 and 181.16; and
- (3) The taxpayer shall provide such other pertinent statements, information returns or other information as the Administrator may require, including a copy of the taxpayer's Federal Income Tax Return or Returns.

(c) Any taxpayer that has requested an extension for filing a federal income tax return may request an extension of time for filing a Lancaster income tax return. The taxpayer may make the request by filing with the Lancaster Income Tax Department a copy of the taxpayer's request for a federal filing extension or such other form of request as approved by the Administrator. The request for city extension shall be filed not later than the last day for filing the Lancaster income tax return. Lancaster shall grant such a request for extension for a period equal to the period of the federal extension request. The taxpayer's request for a Lancaster extension shall be denied if the taxpayer fails to timely file the request, or if the taxpayer owes Lancaster any delinquent income tax or any penalty, interest, late fee, assessment, or other charge for late payment or nonpayment of income tax, or if the taxpayer has failed to file any required income tax return, report, or other related document for a prior tax period. The granting of an extension for filing a Lancaster income tax return does not extend the last date for paying the tax. Penalty and interest provisions of Section 181.11 shall apply.

- (d) (1) The taxpayer making a return shall, at the time of filing thereof, pay to the Administrator the balance of the tax due, if any, after deducting:
 - A. The amount of the City of Lancaster, Ohio income tax deducted or withheld at the source pursuant to Section 181.07 hereof;
 - B. Such portion of the tax as has been paid on declaration by the taxpayer pursuant to Section 181.08 hereof;
 - C. Any credit allowable under the provisions of Section 181.16 hereof.
(Ord. 38-00. Passed 11-27-00.)
- (2) Should the return, or the records of the Administrator, indicate overpayment of the tax to which the City of Lancaster, Ohio is entitled under the provisions of this chapter, such overpayment shall first be applied against any existing liability and the balance, if any, at the election of the taxpayer communicated to the Administrator, shall be refunded or transferred against any subsequent liability. Provided, however, that overpayments of less than five dollars (\$5.00) or less shall not be refunded. No refund shall be made to any taxpayer until he has complied with all provisions of this chapter and has furnished all information, documentation or substantiation required by the Administrator. No refunds will be allowed for Lancaster residents on income received, accrued or paid for vacation days, sick days, holidays, personal days, or any other paid days off. No refunds will be allowed for nonresidents for vacation days, sick days (including third party sick pay), holidays, or personal days, but shall be allowed for performance of duties outside the City

of Lancaster. (Ord. 82-05. Passed 12-12-05.)

(e) Amended Returns. Where necessary an amended return must be filed in order to report additional income and pay any additional tax due, or claim a refund of tax overpaid, subject to the requirements and/or limitations contained in Sections 181.12 and 181.16. Such amended returns shall be on a form obtainable on request from the Administrator. A taxpayer may not change the method of accounting, apportionment of net profits or elect to file a consolidated return after the original due date of the filing. Changing filing status (i.e. separate vs. consolidated) is prohibited.

Within three (3) months from the final determination of any tax liability affecting the taxpayer's Lancaster tax liability, such taxpayer shall make and file an amended Lancaster return showing income subject to the City of Lancaster, Ohio, tax based upon such final determination of federal tax liability, and pay any additional tax shown due thereon or make claim for refund of any overpayment.

Within thirty (30) days of receiving a tax refund from another municipality or village for which credit has been taken in whole or in part on a taxpayer's Lancaster return, such taxpayer shall make and file an amended Lancaster return and pay any additional tax shown thereon.
(Ord. 12-12. Passed 10-15-12.)

(f) Generic Forms. The City of Lancaster will accept a generic form for its annual tax return, declaration, estimated payment, quarterly withholding statement, or annual reconciliation of tax withheld. However, to be acceptable the form must contain all the information required on the form supplied by the City of Lancaster, and must be in a similar format that will allow processing of the generic forms without changing Lancaster's existing procedures for processing forms. Determination as to whether a generic form meets these criteria shall be the responsibility of the Administrator.

(Ord. 38-00. Passed 11-27-00.)

181.07 COLLECTION AT SOURCE.

(a) (1) Each employer within or doing business within the City of Lancaster, Ohio who employs one or more persons on a salary, wage, commission or other compensation basis shall, at the time of payment thereof, deduct the tax of 1.6 percent from the gross salaries, wages, commissions or other compensation earned by Lancaster residents regardless of where such compensation was earned and shall deduct the tax of 1.6 percent from the salaries, wages, commissions or other compensation earned within the City of Lancaster, Ohio by non-residents;

(Ord. 73-03. Passed 12-22-03.)

(2) On or before the last day of February following any calendar year such employer shall file with the Administrator an information return (annual reconciliation of tax withheld) for each employee from whom Lancaster Income Tax has been, or should have been withheld, showing the name, address, and social security number of the employee, the total amount of compensation paid during the year and the amount of Lancaster Income Tax withheld, as well as other municipal taxes withheld from such employee. No

extension of time to file shall be allowed.

- (3) On or before the last day of February following any calendar year, in addition to the above wage reporting requirements, any person or business entity paying money to an individual or independent contractor for work done or services performed in Lancaster shall report such to the Administrator by providing copies of federal form 1099.

(b) Such employer in collecting said tax shall be deemed to hold the same, until payment is made by such employer to the City of Lancaster, Ohio as a Trustee for the benefit of the City of Lancaster, Ohio and any such tax collection by such employer from his employees shall, until the same is paid to the City of Lancaster, Ohio be deemed a trust fund in the hand of such employer. Every employer or officer of a corporation is deemed to be a Trustee for the City of Lancaster in collecting and holding the tax required under this ordinance to be withheld. The officer or employee having control or supervision of, or charged with the responsibility of, filing the report and making payment is personally liable for failure to file the report or pay the tax due as required by this section. The dissolution of a corporation or other cessation of business does not discharge an officer's or employee's liability for prior failure of the corporation to file returns or pay tax due.

- (c)
 - (1) Beginning January 1, 2001 a non-resident employer with no principal place of employment situated in Lancaster is not required to withhold Lancaster municipal income tax from remuneration paid to employees of the employer until the collective tax liability of the employees initially exceeds \$150.00.
 - (2) When the collective tax liability exceeds \$150.00, the employer is required to begin withholding the appropriate municipal income tax for Lancaster on behalf of all employees doing business in Lancaster, and the withheld tax shall be remitted to Lancaster in accordance with subsections (a) and (b) hereof.
 - (3) Once the collective tax liability has exceeded \$150.00, the employer must withhold municipal income tax for Lancaster for subsequent years, even if the liability in subsequent years does not exceed \$150.00. However, if the withholding tax liability for each of three (3) consecutive years (subsequent to the year in which the employer became liable for withholding such income tax for Lancaster) does not exceed \$150.00, the employer will be considered as not having performed work in Lancaster in regard to future withholding tax liability, and will again be subject to subsection (c)(1). (Ord. 38-00. Passed 11-27-00.)

181.08 DECLARATIONS.

(a) Subject to safe harbor provisions established by the Administrator, every person who anticipates any taxable income which is not subject to Section 181.07 hereof, or who engages in any business, profession, enterprise or activity subject to the tax imposed by Section 181.03 hereof shall file a declaration setting forth such estimated income or the estimated profit or loss from such business activity together with the estimated tax due thereon, if any; provided, however, if a person's income is wholly from wages, from which the tax will be withheld and remitted to the City of Lancaster, Ohio, in accordance with Section 181.07 hereof, such person need not file a declaration.

(Ord. 38-00. Passed 11-27-00.)

- (b) (1) Such declaration shall be filed on or before April 15th each year during the life of this chapter.
- (2) Those taxpayers reporting on a fiscal year basis shall file a declaration within three and one-half months after the beginning of each fiscal year or period. (Ord. 40-01. Passed 12-10-01.)

- (c) (1) Such declaration shall be filed on a form furnished by, or obtainable from, the Administrator, or other generic form in conformity with Section 181.06(f). Credit shall be taken for Lancaster Income Tax to be withheld, if any, from any portion of such income. In addition, credit may be taken for tax payable to other taxing municipalities in accordance with the provisions of Section 181.16 hereof.
- (2) The original declaration (or any subsequent amendment thereof) may be increased or decreased on or before any subsequent quarterly payment date as provided for herein.

(d) The taxpayer making the declaration shall, at the time of the filing thereof, pay to the Administrator at least one-fourth (1/4) of the estimated annual tax due after deducting:

- (1) Any portion of such tax to be deducted or withheld at the source pursuant to Section 181.07 hereof;
- (2) Any credits allowable under the provisions of Section 181.16 hereof; and
- (3) Any overpayment of previous year's tax liability which the taxpayer has not elected to have refunded.

At least a similar amount shall be paid on or before the last day of July, October and January after the beginning of taxpayer's taxable year, provided that in case an amended declaration has been duly filed, or the taxpayer is taxable for a portion of the year only, the unpaid balance shall be paid in equal installments on or before the remaining payment dates.

(e) For any year for which such declaration or amended declaration was filed, an annual return shall be filed and any balance which may be due the City of Lancaster, Ohio, shall be paid therewith in accordance with the provisions of Section 181.06 hereof.

(Ord. 38-00. Passed 11-27-00.)

181.09 DUTIES OF THE ADMINISTRATOR.

- (a) (1) It shall be the duty of the Administrator to receive the tax imposed by this chapter in the manner prescribed herein from the taxpayers; to keep an accurate record thereof; and to report all monies so received.
- (2) It shall be the duty of the Administrator to enforce payment of all taxes owing the City of Lancaster, Ohio, to keep accurate records for a minimum of five (5) years showing the amount due from each taxpayer required to file a declaration and/or make any return, including taxes withheld, and to show the dates and amounts of payments thereof.

(b) Said Administrator is hereby charged with the enforcement of the provisions of this chapter, and is hereby empowered to adopt and promulgate and to enforce rules and regulations relating to any matter or thing pertaining to the collection of taxes and the administration and enforcement of the provisions of this chapter, including provisions for the re-examination and correction of returns.

The Administrator is authorized to arrange for the payment of unpaid taxes, interest, penalties and late fees on a schedule of installment payments, when the taxpayer has proved to the Administrator that, due to certain hardship conditions, he is unable to pay the full amount of the tax due. Such authorization shall not be granted until proper returns are filed by the taxpayer for all amounts owned by him under this chapter.

Failure to make any deferred payment when due, shall cause the total unpaid amount including penalty, interest and late fee to become payable on demand and the provisions of Section 181.12 and 181.13 shall apply.

(c) In any case where a taxpayer has failed to file a return or has filed a return which does not show the proper amount of tax due, the Administrator may determine the amount of tax appearing to be due the City of Lancaster, Ohio, from the taxpayer and shall send to such taxpayer a written statement showing the amount of tax so determined, together with interest, penalties and late fees, if any. (Ord. 38-00. Passed 11-27-00.)

181.10 INVESTIGATIVE POWERS OF THE ADMINISTRATOR; PENALTY FOR DIVULGING CONFIDENTIAL INFORMATION.

(a) The Administrator, or an authorized employee, is hereby authorized to examine the books, papers, records and federal income tax returns of any employer or of any taxpayer or person subject to, or whom the Administrator believes is subject to the provisions of this chapter, for the purpose of verifying the accuracy of any return made, or, if no return was made, to ascertain the tax due under this chapter. Every such employer, supposed employer, taxpayer or supposed taxpayer is hereby directed and required to furnish upon written request by the Administrator, or his duly authorized agent or employee, the means, facilities, and opportunity for making such examinations and investigations as are hereby authorized.

(b) The Administrator is hereby authorized to order any person presumed to have knowledge of the facts to appear before him and may examine such person, under oath, concerning any income which was or should have been returned for taxation or any transaction tending to affect such income, and for this purpose may compel the production of books, papers, records and federal income tax returns and the attendance of all persons before him, whether as parties or witnesses, whenever he believes such persons have knowledge of such income or information pertinent to such inquiry.

(c) The refusal to produce books, papers, records and federal income tax returns, or the refusal to submit to such examination by any employer or person subject or presumed to be subject to the tax or by any officer, agent or employee of a person subject to the tax or required to withhold tax or the failure of any person to comply with the provisions of this Section or with an order or subpoena of the Administrator authorized hereby shall be deemed a violation of this ordinance, punishable as provided in Section 181.13 hereof.

(d) Any information gained as the result of any returns, investigations, hearings or verifications required or authorized by this chapter shall be confidential, except for official purposes, or except in accordance with proper judicial order. Any person divulging such information in violation of this chapter, shall, upon conviction thereof, be deemed guilty of a misdemeanor and shall be subject to a fine or penalty of not more than five hundred dollars (\$500.00) or imprisoned for not more than six (6) months or both. Each disclosure shall constitute a separate offense.

In addition to the above penalty, any employee of the City of Lancaster, Ohio, who violates the provisions of this Section relative to the disclosure of confidential information shall be guilty of an offense punishable by immediate dismissal.

(e) Every taxpayer shall retain all records necessary to compute his tax liability for a period of five (5) years from the date of his return is filed, or the withholding taxes are paid. (Ord. 38-00. Passed 11-27-00.)

181.11 INTEREST, PENALTIES AND LATE CHARGES.

(a) All taxes imposed and all monies withheld or required to be withheld by employers under the provisions of this chapter and remaining unpaid after they become due shall bear interest at the rate of one percent (1%) per month or fraction thereof.

(b) In addition to interest as provided in subsection (a) hereof, penalties based on the unpaid tax are hereby imposed as follows:

- (1) For failure to pay taxes due other than taxes withheld: one percent (1%) per month or fraction thereof.
- (2) For failure to remit taxes withheld from employees: three percent (3%) per month or fraction thereof.

(c) In the case of taxpayers who fail to file tax returns when due as required by this chapter, the following late filing charges will apply:

LATE CHARGE WHEN COMPLETE TAX RETURN IS FILED

\$25.00 Not more than thirty (30) days late
\$50.00 More than thirty (30) but not more than one hundred and twenty (120) days late
\$100.00 More than one hundred and twenty (120) days late

(d) Effective for 1998, for any information return required by Section 181.07(a)(4) that is not submitted on or before January 31, or by the end of February if a timely written request is made to the Administrator for a thirty (30) day extension, and effective for the information returns of the years 1999 and later that are required by Section 181.07(a)(4) and are not submitted on or before the end of February, there shall be assessed a late filing charge of \$25.00 effective the first day of the month following the due date and increased \$25.00 on the first day of each month thereafter that they remain in violation to a maximum of \$100.00.

(e) Effective for tax years 2001 and later, for failure to provide forms 1099 as required