

# **Notice To All Taxpayers**

## **Filing Big Rapids Income Tax Return:**

In an effort to ensure we are providing the highest level of customer service to our taxpayers, The City of Big Rapids is requesting your assistance.

Beginning in 2018 we ask that you mail all Big Rapids Income Tax Returns (along with payments) to the following address:

**City of Big Rapids**  
**Income Tax Processing Center**  
**PO Box 536**  
**Eaton Rapids, MI 48827-0536**

Remittance must be made payable to: **City of Big Rapids**

If you are unsure what to do or if you do not understand these instructions please call **(231) 287-5644** for clarification.

By partnering together, we can ensure that all filings are accurate while being received and processed in a timely manner.

Thank you for your assistance in this matter.

Sincerely,

Big Rapids Income Tax Office

City of Big Rapids

**ATTACH A COPY OF THE FRONT OF FEDERAL 1040 FORM  
2017**

**BR 1040  
INDIVIDUAL RETURN**

CITY OF BIG RAPIDS INCOME TAX

DUE DATE: April 30, 2018

PLACE ADDITIONAL FORMS  
BEHIND AND STAPLE HERE

A. First Name and Initial	Last Name	Your Social Security Number	B. Residency Resident Inside City Limits <input type="checkbox"/>
If Joint First Name of Spouse		Spouse's Social Security Number	
Present Home Address			NON-RESIDENT Township of <input type="checkbox"/> Big Rapids <input type="checkbox"/> Green <input type="checkbox"/> Colfax <input type="checkbox"/> Grant <input type="checkbox"/> Barton <input type="checkbox"/> Norwich <input type="checkbox"/> Home Other _____ (Please specify)
City, State and Zip			

C. FILING STATUS A. <input type="checkbox"/> Single B. <input type="checkbox"/> Married, Filing Jointly C. <input type="checkbox"/> Married, Filing Separately Spouse's Name _____ Social Security Number _____	D. Name of Deceased: _____ D. EXEMPTIONS Number _____ x \$600.00 = \$ _____ If you are claimed as a dependent on someone else's Big Rapids return, check this box and do not take the exemption. <input type="checkbox"/> If you are a FSU student with permanent home other than Big Rapids, check this box and claim yourself. <input type="checkbox"/>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

STAPLE COPY OF W-2's & 1099's HERE

1. INCOME:	A: RESIDENT B: NON-RESIDENT	See Instructions Attach Copy of Federal Form _____ Attach Copy of any Federal Schedule(s) that are applicable to your City Return	1.		00
2. ADDITIONS TO INCOME (attach Federal Schedule(s) and Explain) .....			2.		00
3. SUBTRACTIONS FROM INCOME (attach Federal Schedule(s) and Explain).....			3.		00
4. IRA DEDUCTIONS .....			4.		00
5. ADJUSTED INCOME (add lines 1 & 2, Subtract 3 & 4).....			5.		00
6. EXEMPTIONS (From D above) (if you are a student and your parents do not file a City of Big Rapids return, check this box <input type="checkbox"/> and claim yourself) .....			6.		00
7. TAXABLE INCOME (line 5 less line 6).....			7.		00
8. TAX (Multiply amount on line 7 by one of the following) a: A: RESIDENT - 1% (.01) B: NON-RESIDENT - 1/2% (.005) .....			8.		00
9. VOLUNTARY CONTRIBUTIONS TO BIG RAPIDS COMMUNITY POOL and/or COMMUNITY LIBRARY..... (Please Check)			9.		00
10. TOTAL OF LINE 8 AND 9.....			10.		00

ENCLOSE CHECK - DO NOT STAPLE

PAYMENTS AND TAX CREDITS				<b>OFFICE USE ONLY</b>
11. Big Rapids Tax Withheld.....	11.		00	
12. 2017 Estimated Payments.....	12.		00	
13. Credit From Previous Year Over Payment.....	13.		00	
14. Credits for Income Tax Paid to Another Michigan Municipality (Residents Only) .....	14.		00	
15. Total Payments and Credits (add lines 11, 12, 13 & 14).....	15.			00
16. Tax Due (Line 10 larger than Line 15).....	16.			00
17. Penalty and Interest (Schedule 3).....	17.			00
18. Balance Due (add Lines 16 and 17) .....	18.			00
19. OVERPAYMENT (Line 15 is larger than Line 10 .....	19.			00
Amount on Line 19 is to be (Check One Box Only)				
	A. <input type="checkbox"/> Credited to 2018		B. <input type="checkbox"/> Refunded to You	

SIGN

I declare, under penalty of perjury, that the information on this return and attachments is true and complete.

I authorize the City to discuss my claim and attachments with my preparer       DO NOT discuss my claim with my preparer.

I declare, under penalty of perjury, that this return is based on all information of which I have knowledge.

Filer's Signature _____ Date _____ Birthdate _____	PREPARER'S SIGNATURE AND ADDRESS  Phone (      )      -
Spouse's Signature _____ Date _____ Birthdate _____	

Mail Your Return to: **City of Big Rapids, Income Tax Processing Center, PO Box 536, Eaton Rapids, MI 48827-0536**

Make Your Check or Money Order Payable to: **CITY OF BIG RAPIDS**

# 2017 CITY OF BIG RAPIDS INCOME TAX

## SCHEDULE 1

This schedule applies to NON-RESIDENTS ONLY on income partially earned in the City of Big Rapids, **verification MUST be accompanied by statement, based on 261 days per year or explanation for difference, signed and dated each year by employer only.**

If both Husband and Wife have income subject to allocation, figure them separately.

- A. Wages subject to allocation from W-2 A. \_\_\_\_\_
- B. Percent earned as taxable income in Big Rapids to non-residents per instructions **(Attach statement from employer)** B. \_\_\_\_\_
- C. Multiply Line A by Line B C. \_\_\_\_\_
- D. Add all other W-2 income not allocated D. \_\_\_\_\_
- E. Total wages subject to Big Rapids City Tax (Add Line C and D). Enter the amount from Line E on Page 1, Line 1. E. \_\_\_\_\_

## SCHEDULE 2

This schedule applies to NON-RESIDENTS ONLY and is relative to SCHEDULE C, D, OR E.

- A. Income from applicable Federal Schedule A. \_\_\_\_\_
- B. Percent earned in Big Rapids B. \_\_\_\_\_
- C. Multiply Line A by Line B Enter BR 1040, Line 2 C. \_\_\_\_\_

## SCHEDULE 3

This schedule applies to both residents and non-residents who file their return after the due date of April 30, 2018 and owe tax liability.

- A. Interest - .0001411 per day A. \_\_\_\_\_
- B. Penalty - 1 % of the amount of the unpaid tax for each month or fraction thereof not to exceed a total penalty of 25% of the unpaid tax. B. \_\_\_\_\_
- C. Total penalty and interest, minimum of \$2.00 Enter on BR 1040, Line 17 C. \_\_\_\_\_