

INSTRUCTIONS - FORM NRE

- Line 1** (W-2 WAGES) - Enter the grand total of all gross qualifying wages (box 5) from all W-2 forms. Most benefits listed on a W-2 are taxed by the City of Springdale (refer to the General Instructions for a complete listing of taxable income); therefore, income taxable by the City of Springdale may differ from that taxed by the Federal and State. Be sure that the income you report includes all taxable benefits by examining each W-2 in all wage areas (Federal, State and Local) and reporting the highest amount of income on the W-2s.
- Line 2** (OTHER INCOME OR DEDUCTIONS) - Complete Lines 13 through 15 of Page 2 of the Form NRE and enter the total on line 2.
- Line 3** (TAXABLE INCOME) - Line 1 plus/minus line 2.
- Line 3A** (AMOUNT OF INCOME ATTRIBUTED TO SPRINGDALE) - Complete lines 17A through 17F. Enter the income and percentage on line 3A.
- Line 5A** (TAXES WITHHELD BY EMPLOYER(S) FOR THE CITY OF SPRINGDALE) - Enter only the tax withheld by your employer specifically for the City of Springdale. Your W-2 or W-2C form must identify the local taxing city or credit will be disallowed. If the local taxing city is blank, or states "various" or "all cities", you are required to provide an employer(s) breakdown, itemized by city/county. If not attached to this return, credit will be denied.
- Line 5B** (ESTIMATED TAXES PAID TO THE CITY OF SPRINGDALE) - Enter the total amount of estimated tax you paid directly to the City of Springdale
- Line 5C** (PRIOR YEAR OVERPAYMENT AMOUNT) - Enter the amount from your prior year return which you requested as a credit to the 2009 tax year.
- Line 5D** (TOTAL TAX PAYMENTS AND CREDITS) - Enter the sum of line 5A through Line 5C. Notice: This line must be at least 70% of line 4C in order to avoid penalty and interest charges (70% of your total liability was required to be paid by January 31, 2010 to avoid penalty and interest assessment.)
- Line 6** (TAX DUE) - If line 4C is greater than line 5D, enter the difference on this line. This is the amount of 2009 tax due on or before April 15, 2010.
- Line 7** (OVERPAYMENT/REFUND) - If line 5D is greater than Line 4C, you have over paid. This amount may be refunded by marking the refund box and indicating the amount of the refund. If you wish for the over payment as a credit towards your 2010 tax liability, indicate the amount of credit.
- Line 8** (ESTIMATED 2010 INCOME AND TAX) - Multiply your estimated 2010 income by the Springdale tax rate of 1.5% and enter the sum on this line.
- Line 9** (2010 SPRINGDALE TAX PAID OR WITHHELD BY EMPLOYER(S)) - Enter the amount of Springdale tax you expect to be withheld by your employer or paid directly by you to the City of Springdale for the 2010 tax year.
- Line 10** (TOTAL 2010 ESTIMATED TAX DUE) - Subtract line 9 from line 8 and enter the difference on this line. This is your 2010 estimated tax due and payable by January 31, 2011. Notice: Failure to pay 70% of your 2010 tax liability by January 31, 2011 will result in a minimum \$25 penalty.
- Line 11** (AMOUNT PAID WITH THIS DECLARATION) - Enter the amount of 2010 tax which you are sending, but not less than 25% of the amount line 10.
- Line 13** (OTHER TAXABLE INCOME) - Enter any taxable income which has not been reported upon a W-2. See General Instructions for a complete listing of taxable income.
- Line 14A** (DEDUCTIONS) - Enter the amount of any employee business expenses related to Springdale income. You must attach a copy of Form 2106. Notice: contributions made to an Individual Retirement Account (IRA), Simplified employee Pension (SEP), KEOGH 9H.R.10 Retirement Plan, or deferred income are not allowed deductions on a city return. City tax is due and payable in the year of the contribution, but the benefit, when received, is not taxed.
- Line 14B** (MOVING EXPENSES) - Enter the amount of moving expense reimbursements up to the amount listed on the W-2. Attach your Federal form 3903.
- LINE 15** (TOTAL OTHER INCOME OR DEDUCTIONS) - LINE 13 MINUS LINE 14. Enter this total on line 2.
- Lines 16A-D** (Non-resident employee) - Enter your current home address, your employer's name and current Springdale address, your original hire date with this Springdale employer and the dates of your employment in Springdale.
- Line 17** (COMPUTATION OF PRORATED INCOME) - Part-year employees and those who travel outside of Springdale for employment are not taxed for that part of their income which was earned while working outside of the City. If such income is specific to a particular W-2, please clearly mark the applicable W-2. The actual amount of Springdale income must be verified by a letter from your immediate supervisor and be attached to your return. If your total income was earned inside and outside of Springdale, you must complete line 17B through 17F. If your income was earned solely in Springdale, note 100% and your full income on line 3A.

NOTE: The following items must be attached to your return. If not attached, the return will not be considered a legal and timely filed return. Returns requesting a refund, travel refund or employee expense refund that do not include all of the proper attachments will be denied and returned to the taxpayer to resubmit.

1. Copies of your Federal W-2(s), W-2C(s), pay stubs for the period, any appropriate schedules/forms, and itinerary (travel refunds only). The itinerary should be approved by your supervisor/employer.
2. An itinerary, computed to the nearest half day. The itinerary must note **the dates and cities worked** when not in Springdale. The following days are a taxable benefit and should not be included on the itinerary as days worked outside of Springdale or as other non-work days: holidays, vacation, paid sick leave and personal days and leave without pay days.
3. A letter from your immediate supervisor, **ON COMPANY LETTERHEAD**, certifying the following:
 - a. The number of days noted on the itinerary are workdays spent outside the City and are computed to the nearest half day. If working from your home outside of Springdale, your immediate supervisor must verify that you are required to work from home on occasion.
 - b. Travel voucher/expense reports are on file and available for auditor review as verification of travel.
 - c. The immediate supervisor must note his/her name, title and phone number in the letter as well as the contact name and phone number of the Human Resource Department.
 - d. A statement verifying the total gross wages earned in Springdale during the year. (Gross wages are to be based upon all items as defined by the City Tax Ordinance as taxable). The immediate supervisor must also verify **THE ACTUAL DATES USED** by the employee for paid holidays, vacation, sick leave, personal days and or days taken as leave without pay.
 - e. Federal form 2106, pages 1 and 2 of the 1040 and schedule A of the 1040 must be attached if applying for a refund based on employee paid expenses. (No refund request will be honored if the employer states that they reimburse their employees fully for all expenses that might be incurred relating to their employment)

NOTE: A refund from the City of Springdale precludes taking a credit for this amount when filing with another city, whether for place of actual employment or resident tax obligation.

Notification of all refunds issued will be sent to your resident city as well as to the other cities worked in when not in Springdale. As a result, you will be contacted by these cities to file and pay tax to their city.

All refunds over \$10.00 will be reported by our office to the proper Federal and State tax authorities via form 1099G.

- Line 17B1 - 3** (NUMBER OF NON WORK DAYS) - Enter total Saturdays and Sundays not worked and any non-work days for leave without pay. **DO NOT INCLUDE** holiday, sick, vacation or paid personal days. Add lines 17B1 and 2, enter the sum on 17B3.
- Line 17C** (TOTAL DAYS WORKED IN THE YEAR) - Line A less line B3.
- (TOTAL PAID DAYS WORKED OUTSIDE OF SPRINGDALE) - Total days worked outside of the city as noted on your itinerary. **DO NOT INCLUDE** holiday, sick, vacation, paid personal days or leave without pay days.
- Line 17D** (TOTAL DAYS WORKED IN SPRINGDALE) - Line C minus D.
- Line 17E** (PERCENTAGE OF INCOME TAXABLE TO SPRINGDALE) - Line E divided by line C equals the percent in Springdale. Multiply the % by your total gross Springdale income and enter both on line 3A.

SIGN YOUR RETURN - Your return will not be considered a legal filing or timely filed if not signed.