



As you begin preparing City of Walker income tax returns for the 2009 tax year, please note the following:

DOWNLOAD FORMS:

<http://www.ci.walker.mi.us/incometaxforms>

PROPOSED ASSESSMENTS

If a taxpayer receives a proposed assessment, they have 30 days to protest the assessment in writing to the Walker City Income Tax Administrator. Contact information is provided on the assessment. If a protest is not received in a timely manner the assessment will become final and will not be subject to reduction by further administrative or court procedures.

WALKER RESIDENT ADDRESSES

There seems to be quite a bit of confusion, especially among renters, over whether or not they are Walker residents. All Walker addresses have Grand Rapids mailing addresses which adds to the confusion. Visit the following link on the Walker website to check whether your address is within the city limits of Walker: <http://www.ci.walker.mi.us/streetdirectory>

REQUIRED ATTACHMENTS

Missing information slows down the processing of your client's return.

- All resident returns must include a copy of page one of the taxpayer's federal form 1040, 1040A or 1040EZ.
- Taxpayers who are claiming a credit for tax paid to another city must attach a copy of the other city's return or credit will be disallowed. We will not send requests for other cities returns.
- Additional federal schedules and forms may be needed--see the Summary of Required Attachments on the inside back cover of the Resident booklet.

If the missing attachment relates to credits or deductions, we will no longer send a request for the missing document, but will disallow the credit or deduction and send a notice of proposed assessment. For example, if you take a credit for tax paid to another city and fail to attach a copy of the other city's return, we will disallow the credit and send a notice of proposed assessment.

QUARTERLY ESTIMATED PAYMENTS

ESTIMATED PAYMENT VOUCHERS ARE INCLUDED IN THE 1040-R WALKER RESIDENT FORM AND INSTRUCTION BOOKLETS.

We send out a large number of penalty and interest assessments to taxpayers for failure to file estimated payments each year. Many of them told us that their paid preparers had not discussed the estimated payment requirements with them. If applicable, please remind your clients that the Walker City Income Tax Ordinance requires taxpayers who expect to owe \$100 or more with their returns to file quarterly estimated payments. Taxpayers must pay in at least 70% of their current or prior year liability; whichever is lower, through withholding and/or estimated payments to avoid penalty and interest. See the instructions for more information.

NON-RESIDENT WAGES EARNED IN WALKER

Do not use wages from box 18 of W-2. Schedule 4 is required when an employee works both inside and outside of Walker for the same employer. If Schedule 4 is required, you must show the street address worked outside of Walker on Schedule 2. If Schedule 4 information is missing or incomplete we will recalculate the return based on wages from box 1 of the W-2.

Sincerely,

WALKER CITY INCOME TAX DEPARTMENT