



New York State
Department of
Taxation and Finance

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**New York State
Personal Income Tax
Modernized e-File Guide
For Return Preparers
for
Tax Year 2012**

The information presented is current as of this publication's print date.
Visit our Web site at www.tax.ny.gov for up to date information



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Introduction

The New York State Department of Taxation and Finance (*Tax Department* or *NYSDTF*) is pleased to offer personal income tax (PIT) Modernized e-File (MeF) for personal income tax returns. Most New York State (NYS) returns can be transmitted through the Federal/State e-file program. This publication should be used in conjunction with the IRS Publication 1345, *Handbook for Authorized IRS e-file Providers*:

<http://www.irs.gov/pub/irs-pdf/p1345.pdf>

Electronic Return Originators (EROs) authorized by the IRS to e-file federal personal income tax returns are also authorized to e-file personal income tax returns with NYSDTF. EROs are not required to submit a separate application for NYS e-file or provide copies of their IRS acceptance letters.

E-file offers a number of benefits, including:

- **Direct deposit of refunds**

Visit http://www.tax.ny.gov/pit/file/direct_deposit_of_your_income_tax_refund.htm

- **Debit card refund**

Taxpayers can receive their income tax refunds on a New York State debit card.

For more information, visit the NYSDTF Web site at http://www.tax.ny.gov/pit/file/debit_cards.htm

- **Several payment options for paying a balance due**

Taxpayers may elect to pay their balance due:

- electronically by authorizing an electronic funds withdrawal from their savings or checking account
- by using their credit card: American Express®, Discover®/NOVUS®, MasterCard®, or Visa®
- by check or money order mailed to the Tax Department with Form IT-201-V, [Payment Voucher for Income Tax Returns](#).

See http://www.tax.ny.gov/pay/all/make_a_payment_section.htm

- **Secure electronic delivery of returns**

E-file returns are encrypted and transmitted securely. Electronic transmission eliminates security concerns and delays associated with sending paper through the mail.

- **Ability to sign electronically**

See [Signature requirements for e-file returns and extensions](#)

New for tax year 2012 PIT e-file

- **MeF is new for 2012**

MeF is the abbreviation for *Modernized e-File*, the name of the e-file program that the IRS uses for processing its returns; this year NYS is implementing the IRS MeF technology and using it to process our returns as well. It is a new way of processing returns, by using Extensible Markup Language or XML format. There is nothing special as a tax preparer that you need to do as these changes will be handled by your software.

- **Marriage Equality Act**

New York State enacted the Marriage Equality Act, which took effect on July 24, 2011. All approved software will support electronic filing for the Marriage Equality Act.

See http://www.tax.ny.gov/pit/marriage_equality_act.htm

- Clients of tax preparers can't opt out of e-file.
 - Taxpayers that prepare their own returns using software approved for NYS e-file must electronically file their returns.
 - The NYS e-file mandate has changed. For information on the mandate for tax return preparers, visit our Web site at www.tax.ny.gov/tp/efile/tp_busn_mandate.htm.
 - The filing due date for most 2012 personal income tax returns and/or extensions is **April 15, 2013**.
 - The extended due date is October 15, 2013.
 - Form [IT-201](#), *Resident Income Tax Return*, and Form [IT-203](#), *Nonresident and Part-Year Resident Income Tax Return*, have changes to them. These changes include the following:
 - dependents are now listed with their information on page 1 of these returns
 - itemized deductions are no longer included directly on the primary form; itemized deductions are now listed on a new attachment Form IT-201-D or IT-203-D
 - whole dollar amounts are now required on personal income tax forms
 - foreign bank account information is required on Forms IT-201 and IT-203
 - a penalty and interest line has been added to Forms IT-201 and IT-203
 - Forms IT-214, *Claim for Real Property Tax Credit*, and NYC-210, *Claim for New York City School Tax Credit*, can now be e-filed as "standalone" forms, without accompanying a Form IT-201 or IT-203.
 - The following new NYS credit forms can be e-filed:
 - IT-634, *Empire State Jobs Retention Program Credit*,
 - IT-635, *New York Youth Works Tax Credit*, and
 - IT-636, *Beer Production Credit*
 - A list of all forms that can be e-filed is available on [page 7](#)
 - Some tax preparers are required to register with NYSDTF and obtain a New York Tax Preparer Registration Identification Number (NYTPRIN). See <http://www.tax.ny.gov/tp/reg/tpreg.htm>
 - Foreign mailing addresses are now accepted via e-file. See [page 21](#) for information on how to properly format a foreign address.
 - **The taxpayer's home address is required.** If the taxpayer's mailing address is a PO box, the home address must be entered. If the taxpayer moved after December 31, 2012, enter the new home address in the mailing address and their 2012 address in the permanent address.
 - You can include attachments with an e-filed return. These attachments must be submitted in PDF format. Each PDF file cannot exceed 64 megabytes (uncompressed) and the resolution should be no more than 200 dpi.
 - Bank accounts for direct deposits or payments by electronic funds withdrawal must be identified as:
 - personal checking
 - personal savings
 - business checking, or
 - business savings
-

- We don't accept a copy of a federal extension (Form 4868 or Form 7004) in place of an NYS extension (Form IT-370 or IT-370-PF). The correct NYS extension form needs to be filed. If you are subject to the e-file mandate, the extensions must be filed electronically, using your tax preparation software or directly on the Tax Department's Web site.
- An electronic funds withdrawal for less than the balance due will now be accepted on returns and extensions. Partial payments were previously rejected but may now be made when a return or extension is filed. For more information on partial payments see [page 18](#).
- Special condition codes M3, K2, C7, D1, D2, D3, P2, A6, and 56 can now be e-filed. The additional information requested with these special condition codes can be sent as a PDF attachment (see above). For information about special condition codes, see the instructions for Form [IT-201](#) or [IT-203](#).
- If your software supports it, you can e-file for tax year 2011 in addition to tax year 2012.

Tax Year 2012 PIT e-file calendar

You can e-file returns beginning on **January 22, 2013** through the end date for IRS e-file.

The personal income tax return due date is April 15, 2013. See [Tax Year 2012 Tax Return Due Dates](#)

Important!

The New York State Tax Department is expanding its services to include email notifications to taxpayers about their personal tax accounts. Enter your email address and the Tax Department will send you more information, or visit the New York State Tax Department's Web site: [Subscription Service Page](#)

Debit card refund

Your client can get their tax refund on a New York State debit card. Debit cards allow taxpayers to:

- avoid check cashing fees
- get cash at banks and ATMs
- make purchases (and get cash back)

In most cases, there is no fee for using the card. For more information, visit the New York State Tax Department's Web site at:

http://www.tax.ny.gov/pit/file/debit_cards.htm

Forms accepted for New York State e-file*

NYS form #	Form title	Max #
IT-370	Application for Automatic Extension of Time to File for Individuals	1
IT-201	Resident Income Tax Return	1
IT-201-ATT	Other Tax Credits and Taxes	1
IT-201-D	Resident Itemized Deduction Schedule	1
IT-203	Nonresident and Part-Year Resident Income Tax Return	1
IT-203-D	Nonresident and Part-Year Resident Itemized Deduction Schedule	1
IT-203-C	Nonresident or Part-Year Resident Spouse's Certification	1
IT-203-ATT	Other Tax Credits and Taxes	1
IT-203-B	Schedule A, Allocation of Wage and Salary Income to NYS	99
IT-203-B	Schedule B-C, Living Quarters; College Tuition Itemized Deduction Worksheet	99
IT-112.1	NYS Resident Credit Against Separate Tax on Lump-Sum Distributions	99
IT-112-C	New York State Resident Credit for Taxes Paid to a Province of Canada	99
IT-112-R	New York State Resident Credit	99
IT-135	Sales and Use Tax Report for Purchases of Items Costing > \$25,000	99
IT-182	Passive Activity Loss Limitations	1
IT-209	Claim for Noncustodial Parent Earned Income Credit	1
IT-212	Investment Credit	99
IT-212-ATT	Claim for Historic Barn Rehabilitation Credit and Employment Incentive Credit	99
IT-213	Claim for Empire State Child Tax Credit	1
IT-214	Claim for Real Property Tax Credit for Homeowners and Renters	1
IT-215	Claim for Earned Income	1
IT-216	Claim for Child and Dependent Care Credit	1
IT-217	Claim for Farmers' School Tax Credit	1
IT-219	Credit for New York City Unincorporated Business Tax	99
IT-220	Minimum Income Tax	1
IT-230	Separate Tax on Lump-Sum Distributions	99
IT-241	Claim for Clean Heating Fuel Credit	1
IT-245	Claim for Volunteer Firefighters' and Ambulance Workers' Credit	1
IT-249	Claim for Long-Term Care Insurance Credit	99
IT-250	Claim for Credit for Purchase of an Automated External Defibrillator	99
IT-255	Claim for Solar Electric Generating Equipment Credit	99
IT-256	Claim for Special Additional Mortgage Recording Tax Credit	99
IT-257	Claim of Right Credit	99
IT-258	Claim for Nursing Home Assessment Credit	99

NYS form #	Form title	Max #
IT-272	Claim for College Tuition Credit for New York State Residents	1
IT-280	Nonobligated Spouse Allocation	1
IT-360.1	Change of City Resident Status	2
IT-398	New York State Depreciation Schedule for IRC Section 168(k) Property	1
IT-399	New York State Depreciation Schedule	99
IT-634	Empire State Jobs Retention Program Credit	1
IT-635	New York Youth Works Tax Credit	1
IT-636	Beer Production Credit	1
IT-2105.9	Underpayment of Estimated Income Tax by Individuals and Fiduciaries	1
Y-203	Yonkers Nonresident Earnings Tax Return	99
NYC-210	Claim for New York City School Tax Credit	1
NYS W-2G	New York State Report of Certain Gambling Winnings	99
1099-G	Certain Government Payments (unemployment)	2
1099-MISC	Miscellaneous Income	99

*Please be aware that all software packages are not the same and some may not support all forms that are accepted through NYS e-file.

Notes:

- NYS created the New York State Report of Certain Gambling Winnings (NYSW2G) to capture information from the federal W-2G and any associated NYS, NYC/Yonkers Tax Withheld.
- NYS supports both Forms 1099-MISC and 1099-G for electronic filing, even though the IRS does not. If New York taxes were withheld on the income reported on forms 1099-MISC and 1099-G, then you must key the data from those Forms into your software so it is included in the electronic return data when the New York return is e-filed.
- If you attempt to file a 1099-G with a NYS tax return for income other than that from the NYS Department of Labor, the return filing will be rejected.
- Form NYC-210, *Claim for New York City School Tax Credit*, may be filed as a standalone form, if the taxpayer is not otherwise required to file a return but qualifies for the credit.
- Form IT-214, *Claim for Real Property Tax Credit*, can either be e-filed as a standalone form or e-filed with Form IT-201 or IT-203.

Exclusions from PIT e-file

Returns meeting any of the following criteria may not be e-filed:

- Amended returns: you may not e-file amended return Form IT-201-X or IT-203-X.
- Returns filed for a tax period other than January 1, 2011, through December 31, 2011; or January 1, 2012, through December 31, 2012.
- Forms requesting electronic funds withdrawal payment, or a direct deposit, where the funds would come from or go to an account outside the United States.

E-file reject and acknowledgement codes

E-file acknowledgement acceptance and reject codes for tax year 2012 are available at:

http://www.tax.ny.gov/bus/efile/swd_income.htm

E-file mandate information

For information on the e-file mandate, visit our Web site at: www.tax.ny.gov/tp/efile/tp_busn_mandate.htm

Additional information for tax professionals:

New York State Handbook for e-filers of Fiduciary Income Tax Returns and Estimated Tax ([Publication 90](#))

Corporation Tax Modernized e-file Handbook ([Publication 116](#))

Partnership Modernized e-file (E-file) Handbook for Tax Practitioners ([Publication 96](#))

Business Taxpayer Answer Center (Current Tax Year) <http://nystax.custhelp.com/app/answers/list/c/182>

Personal Taxpayer Answer Center <http://tax.custhelp.com/app/home>

Tax Preparer Registration Information <http://www.tax.ny.gov/tp/reg/tpreg.htm>

Special condition codes

You can only use up to two special condition codes for each e-filed return or extension. Qualifying for more than two special condition codes does not exempt a return from the e-file mandate. For information about special condition codes, see the instructions for Form [IT-201](#) or [IT-203](#) or [IT-370](#).

Special condition codes can be used on the applicable forms, as shown below:

IT-203	IT-201	IT-370
D9	D9	D9
E3	E3	E3
E4	E4	E4
56	56	
A6	A6	
C7	C7	
D1	D1	
D2	D2	
D3	D3	
E5	E5	
K2	K2	
M3	M3	
P2	P2	
M2		

Acceptance and participation

Requirements for Tax Preparers participating in the personal income tax e-file program

Tax preparers must apply to and be accepted by the IRS as an Authorized IRS e-file Provider for personal income tax returns and have an Electronic Filer Identification Number (EFIN) issued by the IRS. A separate personal income tax e-file application is not required for New York State.

For more information on the IRS application process, refer to Publication 3112, *IRS e-file Application and Participation*, available on the IRS Web site at: <http://www.irs.gov/pub/irs-pdf/p3112.pdf>

Become an Authorized IRS e-file Provider - watch a video overview of how to become an authorized IRS e-file provider on the IRS Web site at: www.irs.gov/taxpros/providers/article/0,,id=222533,00.html.

IRS e-services – see *Online Tools for Tax Professionals* on the IRS Web site at: www.irs.gov/taxpros/article/0,,id=109646,00.html.

Please note that although NYS does not require preparers to submit an application for our e-file program, DTF does require certain tax preparers to register and obtain a New York Tax Preparer Registration Identification Number (NYTPRIN). For more information on Tax Preparer Registration visit our Web site at: <http://www.tax.ny.gov/tp/reg/tpreg.htm>

Regulations, standards, guidelines, and rules

Tax practitioners must conform to all IRS regulations, standards, rules and requirements.

New York State has penalties including but not limited to the following:

Article 22, section 697(e), and Article 37, section 1825, of the New York State Tax Law prescribes penalties for violation of confidentiality of taxpayer information requirements. Section 685(u) of the New York State Tax Law prescribes penalties for paid preparers who fail to meet their responsibilities. Tax preparers who fail to do the following are subject to the penalties:

- Sign a NYS tax return or report or refund anticipation loans or refund anticipation check documentation when required.
- Include their New York Tax Preparer Registration Identification Number (NYTPRIN) on **any** NYS tax return or report when required, or on refund anticipation loans or refund anticipation check documentation that requires the facilitator's signature.

There are also penalties for failure to adhere to the e-file mandate. See http://www.tax.ny.gov/tp/efile/mandate_penalties.htm

All return filers (EROs) must:

Include the following paid preparer information on all paper and electronically filed returns, if applicable:

- Complete the following paid preparer information, if applicable:

- Preparer's name
 - Firm's name
 - Checkbox for self-employed preparers
 - Address
 - Preparer's NYTPRIN
 - Preparer's PTIN
 - Firm's EIN
 - Preparer's signature
- Fulfill the signature requirement by marking a box that indicates that they have read and agreed to our declaration certification language (see *Signature requirements for e-filed returns and extensions*).
- Furnish the taxpayer with copies of all e-filed forms and schedules.
- If required, register with NYSDTF as a tax preparer. See <http://www.tax.ny.gov/tp/reg/tpreg.htm>
- If the NYS return is rejected, correct and retransmit the return, or notify the taxpayer to file the return on paper.
- Retain a copy of the return with all schedules and attachments, including wage and tax statements and Forms TR-579-IT, *New York State E-File Signature Authorization for Tax Year 2012 For Forms IT-201, IT-203, IT-214, and NYC-210*, and TR-579.1-IT, *New York State Taxpayer Authorization for Electronic Funds Withdrawal for Tax Year 2012 Form IT-370*, for three years. The copy may be electronically imaged and stored. A complete copy of the electronic portion must also be retained for three years.
- Not charge a customer an additional amount to e-file an NYS tax document
- Use NYS approved software; see <http://www.tax.ny.gov/pit/efile/homepc.htm>

Contact information

NYSDTF e-file Help Desk:	(518) 457-6387IRS
E-file Help Desk:	1 866 255-0654NYSDTF
Forms and instructions:	http://www.tax.ny.gov/forms/default.htm
Fax: NYSDTF e-file:	(518) 485-2348

Need help?



Visit our Web site at **www.tax.ny.gov**

- get information and manage your taxes online
- check for new online services and features



Text Telephone (TTY) Hotline (for persons with hearing and speech disabilities using a TTY): If you have access to a TTY, contact us at (518) 485-5082. If you do not own a TTY, check with independent living centers or community action programs to find out where machines are available for public use.



Telephone assistance

Automated income tax refund status: (518) 457-5149


Personal Income Tax Information Center: (518) 457-5181

To order forms and publications: (518) 457-5431



Persons with disabilities: In compliance with the Americans with Disabilities Act, we will ensure that our lobbies, offices, meeting rooms, and other facilities are accessible to persons with disabilities. If you have questions about special accommodations for persons with disabilities, call the information center.

Web sites and publications

	http://www.tax.ny.gov
NYS DTF e-file Web site	http://www.tax.ny.gov/tp/efile/elf_taxpros.htm
NYS DTF forms and instructions	http://www.tax.ny.gov/forms/
Frequently asked questions (Taxpayer Answer Center)	http://www.tax.ny.gov/help/faq.htm
Internal Revenue Service (IRS)	http://www.irs.gov/

IRS e-file Fed/State program

NYS DTF will support *linked* and *unlinked* state returns. A state submission can be *linked* to the IRS submission by including the Submission ID of the federal return in the state return information. Your software will generally manage the inclusion of the submission ID for linked returns.

If the NYS return is *unlinked* to a previously accepted federal return (also referred to as a *State Standalone Return*), then IRS e-file program will validate certain elements of the submission. If the IRS validation is successful, the state submission is provided to the participating state. If the submission fails IRS validation, the IRS will deny the state return.

Receipts and Acknowledgement system

IRS e-file receipt

IRS e-file will create a *receipt* for transmitters (usually your software provider) for every state submission received. This receipt only indicates that the submission was received, and does not indicate that it has passed validation or that the state return has been provided to the participating state. Transmitters are not required to provide receipts to their customers.

State submission denied by IRS e-file

If the state submission (linked or unlinked) does not pass IRS validation it will be *denied* by the IRS. The IRS will create an acknowledgement for the transmitter indicating that the state submission is denied and that the submission will not be provided to the state. In this case, NYSDTF will not know that the transmitter has sent a state submission to IRS e-file and will not know that the IRS denied it. These returns must be corrected and resubmitted. Your transmitter will notify you if you need to correct and resubmit a return that was denied by the IRS.

State receipt and acknowledgment

If the state submission passes IRS validation, the IRS will send a receipt (not an acknowledgement) to the transmitter and will provide the state submission for the state to retrieve. IRS does not issue an acknowledgement for state returns that pass validation. Transmitters are not required to provide receipts to their customers.

NYSDTF will retrieve the state submission from IRS e-file, and send a *receipt* via IRS e-file to the transmitter.

NYSDTF will validate the submission. An acknowledgment (indicating *accepted* or *rejected*) will be sent back to the transmitter via IRS e-file. The transmitter will retrieve the acknowledgment from IRS e-file and notify the filer that the return was accepted or rejected.

An *Accepted acknowledgement* indicates the return and payment data (if applicable) have been received and have successfully completed the transmission validation process. Note: An accepted acknowledgement does not indicate that an ACH debit authorized with the return filing was successfully processed.

Rejected returns

Rejected returns will display up to 100 error codes at a time. The error codes will indicate the errors to be corrected. Rejected submissions must be corrected and resubmitted.

Error codes are available at: [PIT E-file Publications](#)

Resubmission of state rejected return

If a state return is rejected by NYSDTF, you must correct the error(s) and e-file the corrected return. The corrected, resubmitted, return **must** contain the *original* submission ID of the rejected return. The inclusion of the original submission ID is generally handled by your software.

Perfection period for a rejected submission (returns and extensions)

The e-filed perfection period is initiated only when:

- the original submission was timely
- the original submission was rejected
- the original submission ID# is present on the resubmission
- the new submission is after the due date

There is a seven calendar day perfection period to correct the submission and re-file it electronically. When a previously rejected electronic return containing the original submission ID number is *accepted* by NYSDTF within the seven day perfection period, the submission **and** any e-payment included in the return data will be deemed to have been received on the date of the first rejection that occurred within that seven day period. If a

submission is submitted after the seven day period, the received date for the submission and any e-payment authorized with the return filing will be the new submission date.

Note: If the submission is rejected or denied on the IRS level, NYSDTF will not receive the original submission and the perfection period will not systematically initiate.

Handling of attachments: attaching documents as PDF files

All Attachments must be sent in PDF format. This includes federal required attachments for state filings, pages with additional information from forms, letters of explanation, etc. Your software will guide you on how to include PDF attachments with an e-filed return.

Do not password protect or encrypt PDF attachments.

Signature requirements for e-file returns and extensions

Signature requirements for tax returns e-filed through your tax preparation professional software package

The taxpayer(s) and the ERO/Preparer must both sign **Form TR-579-IT, New York State E-File Signature Authorization for Tax Year 2012 For Forms IT-201, IT-203, IT-214, and NYC-210**. Form TR-579-IT establishes that the taxpayer has reviewed his or her return, and authorizes the *e-filing* of the return. If an electronic funds withdrawal (for payment of the amount owed on the return) has been requested, Form TR-579-IT verifies that the taxpayer has authorized the electronic funds withdrawal. The ERO/Preparer must retain Form TR-579-IT for 3 years. Do not mail Form TR-579 to the Tax Department.

The ERO / Preparer must also sign the return electronically by marking a box that indicates that they have read and agreed to the following certification language.

ERO/ Preparer certification and signature (for Forms IT-201 and IT-203)

By marking an **X** in the box below, I certify that I have a valid Form TR-579-IT, *New York State E-File Signature Authorization for Tax Year 2012 For Forms IT-201, IT-203, IT-214, and NYC-210*, authorizing me to sign and file this return on behalf of the taxpayer(s). I further certify that all information provided on the return is true, correct and complete, to the best of my knowledge and belief, and that I have provided a copy of this return to the taxpayer(s). If financial institution account information has been provided on the return, I certify that the taxpayer(s) has agreed to payment of the amount indicated as due by electronic funds withdrawal, that the taxpayer(s) has authorized the New York State Tax Department and its designated financial agents to initiate an electronic funds withdrawal from the indicated account, and that the designated financial institution is authorized to debit the entry to the taxpayer's account. By marking the box shown below, I understand and agree that I am electronically signing and filing this return.

☐ I have read the certification above and agree

Signature requirements for extensions (Form IT-370) e-filed through your tax preparation professional software package

For a no-balance-due extension (Form IT-370) there is no signature requirement for the taxpayer or the ERO/Preparer. You are not required to complete or retain a Form TR-579.1-IT, *New York State Taxpayer Authorization for Electronic Funds Withdrawal for Tax Year 2012 Form IT-370*, for these transactions.

For a balance-due extension (Form IT-370) e-filed through your tax preparation software, the taxpayer must pay the balance due with an electronic funds withdrawal. The primary taxpayer must sign **Form TR-579.1-IT, New York State Taxpayer Authorization for Electronic Funds Withdrawal for Tax Year 2012 Form IT-370**, to establish that he/she has authorized the ERO/Preparer to include the information necessary for the Tax Department to initiate the electronic funds withdrawal. The ERO/Preparer is not required to sign Form TR-579.1-IT. However, the ERO/Preparer must retain Form TR-579.1-IT for 3 years (do not mail it to the NYS Tax Department). The ERO/Preparer must also sign the extension electronically by marking a box that indicates that they have read and agreed to the following certification language for extensions:

By checking the box below, I certify that I have a valid **Form TR-579.1-IT, New York State Taxpayer Authorization for Electronic Funds Withdrawal for Tax Year 2012 Form IT-370**, authorizing me to submit this extension on behalf of the taxpayer(s). I certify that the taxpayer(s) has agreed to payment of the amount indicated as due by electronic funds withdrawal, that the taxpayer(s) has authorized the New York State Tax Department and its designated financial agents to initiate an electronic funds withdrawal from the indicated account, and that the designated financial institution is authorized to debit the entry to the taxpayer's account.

☐ I have read the certification above and agree

Extensions (IT-370) e-filed on the Tax Department's Web site

The Tax Department offers an application on our Web site that supports electronic filing by tax preparers or self-filers of balance-due and no-balance-due extensions.

Tax preparers subject to the mandate can use either their tax preparation software or the extension application on the Tax Department's Web site to satisfy the electronic filing mandate for extensions.

For balance-due extensions filed directly on our Web site, the following payment methods are available:

- electronic funds ACH withdrawal, from a checking or savings account
- credit card
- check or money order submitted with Form IT-370-V

If you submit a balance due extension on our Web site and indicate payment with a check, you'll be provided with Form IT-370-V to mail in with the payment.

Payment information

Paying a balance due on a return

Taxpayers can pay the balance due on their returns using one of the following payment options.

Pay by electronic funds withdrawal (direct debit)

Payments may be made by an electronic funds withdrawal from your checking or savings account as long as the payment is not coming from an account outside the United States. At the time of filing, the following information must be provided with the return data:

- the amount to be withdrawn
- the bank account number
- the bank routing number
- the type of the account:
 - personal checking
 - personal savings
 - business checking
 - business savings
- the date of the withdrawal.

Taxpayers can pay the full balance due, or make a partial payment. For more information on partial payments see page 18.

Taxpayers can specify a payment date up to and including the April due date of the return. If the payment date falls on a weekend or bank holiday, the payment will be withdrawn the next business day. If you e-file before the April due date, the money will not be withdrawn from the account before the date you specify, but the date specified cannot be after the return due date. For returns e-filed after the April due date, the authorized withdrawal from the account will be processed on the date the e-filed return is accepted.

The taxpayer can revoke an electronic payment by calling NYSDTF no later than five (5) business days before the date of the payment withdrawal. To verify that an electronic payment was successful, check the bank statement against which the payment was authorized.

Pay by check or money order

Payments may be made by check or money order. Payment must be accompanied by Form IT-201-V, *Payment Voucher for Income Tax Returns*. Taxpayers should follow the instructions for Form IT-201-V. When possible, Form IT-201-V and payment should not be submitted until after receipt of the Tax Department's acceptance acknowledgment. However, these payments must be submitted on or before the due date to avoid penalty and interest charges. Do **not** include a copy of the return with Form IT-201-V.

Mail Form IT-201-V and payment to:

NYS PERSONAL INCOME TAX
PROCESSING CENTER
PO BOX 4124
BINGHAMTON NY 13902-4124

(See Publication 55 if you wish to use a private delivery service instead of U.S Mail.)

Pay by credit card

Taxpayers can use Discover®/Novus®, MasterCard®, Visa® or American Express Cards® to pay their balance due. The credit card service provider will charge a convenience fee to cover the cost of this service. The fee will be disclosed before the transaction is completed.

For returns filed before the April due date, credit card payments can be made any time up to and including the due date. For returns filed on or after the April due date, the credit card payment must be made at or about the time the return is filed to avoid receiving a bill.

Return payments can be made using any one of the three credit card service providers listed below:

- (1) Official Payments Corp.SM
- (2) Link2Gov Corporation
- (3) Value Payments Systems

You can connect to any of these Web sites at the following link:

http://www.tax.ny.gov/pay/all/pay_by_credit_card.htm:

The taxpayer should have a copy of his or her completed NYS income tax return available.

Taxpayers will receive a confirmation number for successful credit card payments and should retain the confirmation number as proof of payment.

Paying a balance due on an extension (Form IT-370)

There are several payment options:

- For extensions filed using tax preparation software, the only payment option is electronic funds withdrawal from a checking or savings account.
- For extensions filed through the NYS Tax Department's Web site, there are three payment options:
 1. **Electronic funds withdrawal** (which requires an [Online Services](#) account to act on the taxpayer's behalf.
 2. **Credit card**: See [Pay By Credit Card](#).
 3. **Check or money order** (Form IT-370-V, *Payment Voucher and Instructions for Form IT-370 Filed Online*, will be generated if you select this payment option). Mail Form IT-370-V and payment to:
EXTENSION REQUEST
PO BOX 4125
BINGHAMTON NY 13902-4125
(See Publication 55 if you wish to use a private delivery service instead of U.S Mail.)

Common questions about electronic funds withdrawal (direct debit):

1. How is an electronic funds withdrawal initiated?

The tax preparer/taxpayer may authorize an electronic funds withdrawal if there is a balance due on an e-filed return. If the return is e-filed before the due date, a requested settlement date up to and including the due date **must** be specified. If a return is e-filed on or after the due date, the requested withdrawal date must equal the received date.

2. What information is needed to make an electronic funds withdrawal payment?

We need the same bank account information that appears on a check to process an electronic payment:

- the amount to be withdrawn
- the bank account number
- the bank routing number
- the type of account:
 - personal checking
 - personal savings
 - business checking, or
 - business savings
- the date of the withdrawal

3. Will a partial payment be accepted?

Yes, we will accept a partial payment of the amount owed on a return or extension. The remaining balance due must be paid on or before the due date to avoid a bill for penalty or interest.

To pay the remaining balance due on the return or extension you can use the payment voucher Form IT-201-V or IT-370-V or the credit card payment option. If you have not paid the tax due by the return file date, an assessment (bill) will be issued for the remaining balance due, with penalty and interest.

4. Can an electronic funds withdrawal be made after the due date?

If a return is e-filed after the due date, the authorized electronic withdrawal ACH debit will be processed when we receive the return. You can't use a future payment date for late payments.

5. How can I confirm that an electronic funds withdrawal payment was successful?

Review the bank statement for the account against which the payment was authorized. The bank statement should include an entry described as *NYSDTF Tax Payment*.

6. Can an authorized electronic payment be cancelled?

Yes. The taxpayer must contact the NYS Tax Department no later than five (5) business days prior to the authorized payment date.

7. Will I be notified if a payment cannot be processed?

We validate the bank routing number before we accept the return. If an electronic payment has been authorized and the bank routing number is missing or invalid, we will reject the return.

Also, if the bank account number, or other information required to initiate the withdrawal is missing, we will reject the return or extension. You can resubmit the rejected return or extension electronically after the error is corrected.

The financial institution may notify the account holder that a transaction was attempted but not successful. If you are aware that an electronic funds withdrawal was not successful, payment should be submitted as soon as possible with Form IT-201-V.

Replacement payments made after the April due date may be subject to penalty and interest.

Refunds

Direct deposit of refunds

Common questions about direct deposit

1. Can the state refund be deposited into a different account than the federal refund?

Yes, the state refund can be deposited into a different account than the federal refund. Taxpayers may elect to have their state refunds deposited directly even if they owe money on their federal return.

2. Can a refund be deposited into more than one account?

No, a refund will not be split and will only be deposited into one account (savings or checking).

3. What happens if a bank account is closed before the direct deposit is made?

If we can't initiate the direct deposit, or the bank returns the transaction to us, we will mail a paper refund check to the current mailing address, not the address appearing on the taxpayer's return. If the taxpayer has moved or has a different mailing address than the mailing address on their tax return, they should call the Personal Income Tax Information Center at (518) 457-5181 or visit [Change my address](#) to update their mailing address.

Refund checks will not be forwarded and will be returned to the Tax Department as undeliverable if the address in the return record is not correct.

4. How many refunds can be deposited into the same account?

Only four refunds can be deposited into the same account.

5. How can my client find out when they will receive their refund?

If your client has received an acknowledgment, they can check on the [status of a refund](#) on our Web site, or use our automated telephone inquiry number listed under *Contact Us* on our Web site.

Debit card refunds

Taxpayers can choose to receive their income tax refund on a New York State debit card. In most instances, there's no charge for using the card to make cash withdrawals or purchases.

For more information about the New York State Debit Card, visit: http://www.tax.ny.gov/pit/file/debit_cards.htm

Common e-file errors

The following errors will result in the rejection of a return:

- amount of wages, tips and other compensation reported on return was less than the amount reported on Form(s) W-2, IT-1099-G and/or 1099-R
- amount of New York State withholding reported on return was not equal to the amount reported on the wage and tax statements
- amount of New York City withholding reported on return was not equal to amount reported on wage and tax statements
- W-2 data entry errors
- the taxpayer is claiming a deduction that is not allowed

Special entries on Form W-2, box 14, for NYS returns

Public employee retirement contributions (414h) and NYC flexible benefits program (IRC 125), are usually entered on Form W-2, box 14, and are subject to NYS tax even though they are not subject to federal tax.

Make sure these amounts are added to the appropriate lines on the return. You must add these amounts to the return, if your software does not.

Form	414(h)	IRC 125
IT-201	Line 21	Line 23
IT-203	Line 21	Line 22

Specific codes for *Locality name* for New York City and Yonkers tax withheld (Form W-2, box 20, and Form 1099-R, box 14)

Code	Description
NYC	Name of locality is New York City (see acceptable variations below)
YONKERS	Name of locality is Yonkers (see acceptable variations below)

For New York City:

"New York City"
 "NY"
 "NYC"
 "N Y"
 "NWY"
 "NW Y"
 "NEWY"
 "BRONX"
 "BRKLYN"
 "CITYNY"
 "STATEN"
 "QUEENS"
 "CITY NY"
 "CITYN Y"
 "BROOKLYN"
 "CITYOFNY"
 "CITYOF NY"
 "CITY OFNY"
 "CITYOFN Y"
 "CTY OF NY"
 "MANHATTAN"

For Yonkers:

"YK"
 "YON"
 "YNK"
 "CITYOFYK"
 "CTYOFYKR"
 "CITYOF YK"
 "CITY OFYK"
 "CTY OF YK"

Corrected or modified returns

When submitting a modified return where an original return has already been processed and had a payment that has already been processed, be sure to remove any ACH data that had been previously submitted or adjust if an additional payment should be debited. If the ACH data is exactly the same on the subsequent filing, the filing will reject.

W-2 verification indicator

If a return is rejected for Error Code R0502 or R0503, commonly caused by user's input error, users should check their W-2(s) and correct the input error. If the users do not find any input errors, they should call the NYS e-file Help Desk and they will be instructed to enter a particular value for this indicator and re-transmit the return. This will resolve the reject. Software Developers are encouraged to support this, and should add the W-2 Verification Indicator to an input screen for user entry. For descriptions of these error codes see *Acknowledgment Acceptance & Error Codes*.

Entries on Form W-2, box 14, for NYS returns

Public employee retirement contributions, usually shown on a paper W-2 box 14, as "414(h)", "Pub Ret", "NYS Ret Cont", etc. (e.g., "414(h) 750.00") may be subject to NYS tax even though they are not subject to federal tax. All NYS Public employee retirement contributions, except Long Island Railroad and Staten Island Railroad, are subject to NYS tax. Public employee retirement contributions from other states are not subject to NYS tax. Refer to the form instructions for details.

Similarly, NYC flexible benefits program (IRC 125), usually shown on a paper W-2 box 14 as "IRC 125", "IR 125", "125M", etc. (e.g., "IRC 125 300.00") are subject to NYS tax even though they are not subject to federal tax.

These two amounts, if subject to NYS tax, should be added to the appropriate lines on Form IT-201 or Form IT-203. Refer to the form instructions for details.

Addresses

How to enter foreign addresses

Address – With the exception of Canadian addresses, foreign ZIP (postal) codes should be entered at the end of the address field.

City – Enter city/town as applicable.

State – For Canadian addresses, enter province; for all other foreign addresses state must be blank.

Country code – enter appropriate foreign country code. See [Appendix](#) for list.

ZIP code and **ZIP code ext** – For Canadian addresses, enter the first three characters of the postal code in the ZIP code field and enter characters four through six of the postal code in the ZIP code ext field. For all other foreign addresses, ZIP code and ZIP code ext must be blank.

Guidelines for addresses for a taxpayer who moved after December 31, 2012

- Enter their current mailing address in the *Mailing Address* field.
- Enter their address as of 12/31/2012 in the *Permanent Address* field.

PIT e-file terms

Electronic Return Originators (EROs) - originate the electronic submission of tax returns to the IRS. An ERO may originate the electronic submission of tax returns that are either prepared by the ERO firm, or collected from a taxpayer.

Intermediate Service Providers - receive tax return information from EROs or from taxpayers who file electronically from home using their personal computers, either online or by using commercial tax preparation software. Intermediate Service Providers process the tax return information and either forward the information to a transmitter or send the information back to the EROs or taxpayers.

E-file (Modernized e-File) - the 1120/1120S e-file project that the IRS has been reporting on since 2001 is now known as Modernized e-File (e-file or MeF). E-file utilizes a new architecture for processing returns and will accept and validate tax returns in Extensible Markup Language (XML) format. Eventually all IRS e-file programs will use the MeF system to receive and process electronically filed returns.

Preparer firm's EIN – This number is the employer identification number (EIN) of the firm that prepared the return (if applicable). It is a 9-digit numeric field, where the first 2 digits represent a pre-defined IRS district office code. The EIN is assigned by the IRS.

Preparer's SSN or PTIN – This number is a choice between a person's social security number (SSN) and their preparer's tax identification number (PTIN). The SSN is a 9-digit numeric field, and PTIN is 9 digits, beginning with the letter "P" followed by 8 numeric digits. The SSN is assigned by the Social Security Administration and the PTIN is assigned by the IRS. Tax return preparers who have PTINs can now renew their PTINs for the 2012 filing season. Visit the IRS Web site, *PTIN Requirements for Tax Return Preparers* (at www.irs.gov/taxpros/article/0,,id=210909,00.html).

Schema – The tax returns have been structured into a series of schema. A schema is an XML document that specifies the data elements, structure, and rules for each form, schedule, document, and/or attachment.

Software ID – This number, which exists in the return header or as a top level element within each schema, identifies the software used to build the return, form, or schedule XML instance. It's an 8-digit ASCII character field assigned by the IRS. The first two positions identify the tax year. The software ID in the *ReturnHeader* is a required field. If the return was created using **one** software package, the *SoftwareId* in the *ReturnHeader* should be the only *SoftwareId* transmitted. If the return is created using more than one software package, the *SoftwareId* in the other return documents must indicate which software package was used for each form.

Transmission ID/Submission ID – This number, which exists in the transmission header, uniquely identifies a transmission for the tax year. It is created by the transmitter. The IRS will return this number in the transmission acknowledgement to uniquely identify the transmission that is being acknowledged. It can be up to 30 digits in length, is alphanumeric, and can contain characters ":", ".", and "-". A timestamp may be used as an ID as long as it is unique within the filing season. Up to 4-decimal fractional digits may be used for the second in a timestamp to ensure its uniqueness.

Transmitter – Once the return is prepared, the return data is sent to the IRS by a Transmitter. Transmitters must have software and modems that allow them to connect with IRS computers. EROs may apply to be transmitters and transmit return data themselves or they may contract with accepted third-party transmitters

who will transmit the data for them. Transmitters who transmit returns filed from home by taxpayers using tax preparation software are called *Online Providers*.

XML (Extensible Markup Language) - The language that specifies the structure and content of an XML document, to implement all forms and schedules in electronic format for E-file. It allows designers to create their own customized tags, enabling the definition, transmission, validation, and interpretation of data between applications and between organizations.

Appendix

Foreign country codes:

NYSDTF uses the IRS country codes:

[http://www.irs.gov/Tax-Professionals/e-File-Providers-&-Partners/Foreign-Country-Code-Listing-for-Modernized-e-File-\(MeF\)-Tax-Years-2009,-2010,-and-2011](http://www.irs.gov/Tax-Professionals/e-File-Providers-&-Partners/Foreign-Country-Code-Listing-for-Modernized-e-File-(MeF)-Tax-Years-2009,-2010,-and-2011)

Links to publications:

General publications: www.tax.ny.gov/pubs_and_bulls/general.htm

Link to New York State acknowledgement and error codes

http://www.tax.ny.gov/pit/efile/pit_e-file_publications.htm