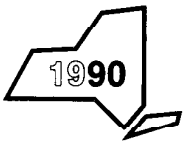
New York State Department of Taxation and Finance



Instructions for Form CT-4
General Business Corporation Franchise Tax Return
Short Form for Small Businesses

CT-4-I

General Information

Who Must File

All general business corporations taxable under Article 9-A, other than New York S corporations, must file franchise tax returns on either Form CT-3 or Form CT-4. This includes corporations organized under New York State law and foreign corporations (those organized under the laws of any other state or country) that do business, employ capital, own or lease property or maintain an office in New York State.

The definition of corporation, as used in Article 9-A of the Tax Law and in these instructions, has been expanded to include associations and publicly traded partnerships which are taxed as corporations under the Internal Revenue Code (Chapter 61, Laws of 1989) These associations and publicly traded partnerships must file Form CT-3 or CT-4 for periods beginning on or after January 1, 1989.

A general business corporation includes all corporations except:

— Banking corporations (Article 32)

— Insurance corporations (Article 33)

— Transportation and transmission corporations (Article 9)

— Utility companies (Article 9)

— Farmers and agricultural cooperatives (Article 9)

— Nonstock, not-for-profit corporations (these may be subject to an unrelated business income tax) (Article 13)

Exception: Foreign taxicab and foreign omnibus corporations that annually conduct fewer than 12 trips into New York State are exempt from filing Form CT-3. However, if the corporation fails to file Form CT-184-R and pay the required tax, or files Form CT-184-R late, it will then be taxable under Article 9-A for that tax year and must file Form CT-3 and pay the appropriate taxes, interest and penalties. See Form CT-184-R and TSB-M-88(8)C for more information.

S corporations: a general business corporation that has elected to be treated as an S corporation (by filing Form CT-6) must file Form CT-3-S, *New York S Corporation Franchise Tax Return*, instead of Form CT-3 or Form CT-4.

Who May Use the Short Form

Form CT-4 is a simplified general business franchise tax return that will meet the filing needs of most small businesses.

You may use this short form if you meet all of the following:

- You are a qualified **small business taxpayer.** A corporation qualifies as a small business taxpayer if:

  Its entire net income (before allocation) is not more than $290,000; **and**

  The total amount of money and other property it received for stock, as a contribution to capital and as paid-in surplus, is not more than $1 million as of the last day of its tax year; **and**

  The corporation is not part of an affiliated group, as defined in IRC section 1504, unless the group itself would have met the above criteria if it had filed a combined return; **and**

- Your combined tax and tax surcharge are less than $1,000. (Your tax will be more than $1,000 if your entire net income base is more than $10,875, if your capital base is more than $488,750, or if your gross payroll is more than $6,250,000.)

You must use Form CT-3 if your combined tax and tax surcharge are more than $1,000 or you do not meet all of the above conditions as a small business taxpayer. Even if you do meet the above qualifications, you must file Form CT-3 **if any** of the following conditions exist:

- you claim a deduction for a net operating loss, capital loss or optional depreciation.
- you claim any tax credits. Tax credits include eligible business facility tax credit, investment tax credit, employment incentive tax credit, special additional mortgage recording tax credit, research and development tax credit carryover and economic development zone credits.
- you are a real estate investment trust, a taxable domestic international sales corporation (DISC) or a stockholder in a DISC (see *Special Instructions for DISCs* in Form CT-3-I).
- you have business income or capital attributable to sources outside New York State, and you want to allocate this income and capital to avoid paying New York tax on the entire amount.
- you have investment income or capital and you want to allocate to avoid paying tax on the entire amount.
- you have a subsidiary (another corporation you control because you own more than half of its voting stock).
- you are a new small business corporation (first or second year) and you want to claim an exemption from the tax based on business and investment capital (see the instructions for Form CT-3, line 43).
- you were involved in a merger, acquisition, or consolidation in the current year.

When and Where to File

File your return within 2½ months after the end of your reporting period. If you are reporting for the 1990 calendar year, file your return on or before March 15, 1991.

Mail returns to:

NYS Corporation Tax
Processing Unit
P.O. Box 1909
Albany, NY 12201-1909

If you cannot meet the filing deadline, ask for a six-month extension of time by filing Form CT-5.

You may be subject to other business taxes such as:

Sales and Use Tax - If you sell goods and services delivered in New York State, you may have to collect and remit the New York State sales and use tax.

Employer's Withholding Tax - If you hire anyone to help operate your business in New York State, you must withhold New York State income taxes from the wages of your employees.

Motor Fuel Tax - Motor fuel distributors and diesel motor fuel distributors or users in New York State must register with the Tax Department and file the appropriate tax returns.

Highway Use Tax - Any motor vehicle having a maximum gross weight, alone or in combination with another motor vehicle, of more than 18,000 lbs. is subject to this tax.

Independently Procured Insurance Tax - If you purchase or renew a taxable insurance contract from an insurer who is not authorized to transact business in New York State (does not have a Certificate of Authority from the Superintendent of Insurance), you must pay a tax of 3.6% of the premium. (See Form CT-33-D or TSB-M-90(9)C for more information.)

For more information contact the Taxpayer Assistance Bureau. See page 4 for address and telephone numbers.

Tax Rates

The current tax rates are:

Entire net income base	.09
Entire net income base for qualified small business taxpayers, entire net income base of $200,000 or less	.08
Capital base	.00178

For a corporation with a gross payroll of:	The fixed dollar minimum tax is:
— $6,250,000 or more	$1,500
— Less than $6,250,000 but more than $1,000,000	$425
— $1,000,000 or less	$325
Unless the following situation exists:	
— Gross payroll, total receipts and average value of gross assets are each $1,000 or less	$800
Qualified cooperative housing capital base	.0004

Gross Payroll for Short Periods -- Annualize gross payroll for tax periods of less than 12 months by dividing the amount of gross payroll by the number of months in the short period and multiply the result by 12.

The fixed dollar minimum tax and maintenance fee may be reduced for short periods:

Period	Reduction
A period of not more than 6 months	50%
A period of more than 6 months but not more than 9 months	25%
A period of over 9 months	None
Tax surcharge	.15

For periods ending after June 30, 1990 and before July 1, 1992, the tax surcharge will be computed at the rate of 15% of your franchise

tax after the deduction of any tax credits. Tax credits may not be applied against the tax surcharge.

Cooperative Housing Corporation

A qualified cooperative housing corporation is entitled to use a reduced tax rate of .0004 when computing its tax using the capital base. A corporation that has only one class of stock which entitles the shareholder to live in a house or an apartment in a building owned or leased by a corporation may be a cooperative housing corporation. For a complete definition see IRC section 216 or NYCCR 3-1.2. For more information see line-by-line instructions for Forms CT-3 or CT-4, *Computation of Capital Base*.

Metropolitan Transportation Business (MTB) Tax Surcharge

Any corporation taxable under Article 9-A that does business, employs capital, owns or leases property or maintains an office in the Metropolitan Commuter Transportation District (MCTD) must file Form CT-3M/4M and pay a MTB tax surcharge. The MCTD includes the counties of New York, Bronx, Kings, Queens, Richmond, Dutchess, Nassau, Orange, Putnam, Rockland, Suffolk and Westchester.

Foreign Corporations — Annual Maintenance Fee

A corporation organized outside of New York State that is authorized to do business in New York must pay an annual maintenance fee of $300. This fee may be claimed as a credit against tax due under Article 9-A. Full payment of the franchise tax due will satisfy the maintenance fee requirement. It is not necessary to file a separate return. If you claim nontaxability in New York State because you did not employ capital, maintain an office or otherwise do business in New York State, you must file Form CT-245 and pay the maintenance fee.

Foreign Corporations — License Fee

A foreign corporation must also pay a license fee, based on its issued capital stock. For details see Form CT-240, *Report of License Fee*.

Federal Changes to Corporate Taxable Income

You must report any corrections made by the Internal Revenue Service in taxable income previously reported for any year, including changes based on the renegotiation of a government contract. Use Form CT-3360.

Issuer's Allocation Percentage

Your issuer's allocation percentage is used by corporate shareholders to compute their corporate franchise tax. It represents the amount of your capital employed within New York State compared to the total amount of capital employed everywhere. The issuer's allocation percentage for a corporation filing Form CT-4 is 100%.

Interest and Penalties

Late Payment - Interest

You must pay the entire tax and tax surcharge due on or before the original due date of the return to avoid a late payment charge. An extension of time for filing the tax return **does not** extend the due date for payment of tax.

If you do not pay the tax and tax surcharge due on or before the due date, you must pay interest on the amount of the underpayment from the due date to the date paid. Interest is **always due**, without any exceptions, on any underpayment of tax.

Interest is compounded daily. You may call the Taxpayer Assistance Bureau for the current interest rate or to have the interest computed for you. From New York State call 1 800 CALL TAX (1 800 225-5829); from areas outside New York State, call (518) 438-8581.

Late Filing - Additional Charges

Additional charges for late filing are computed on the amount of tax and tax surcharge less any payment made on or before the due date.

a. If you do not file a return when due or if the application for extension is invalid, add to the tax 5% per month, up to a total of 25% (section 1085(a)(1)(A)).

b. If you do not file a return within 60 days of the due date, the addition to tax cannot be less than the smaller of $100 or 100% of the amount required to be shown as tax (section 1085 (a)(1)(B)).

c. If you fail to pay the tax shown on a return, add to the tax ½% per month, up to a total of 25% (section 1085 (a)(2)).

d. The total of the additional charges in *(a)* and *(c)* may not exceed 5% for any one month except as provided for in *(b)* (section 1085 (a)).

If you think you are not liable for these additional charges, attach a statement to your return explaining the delay in filing, payment, or both (section 1085).

Penalty for Understating Tax

If the tax you report is understated by 10% or $5,000, whichever is greater, you will have to pay a penalty of 10% of the amount of understated tax. You can reduce the amount on which you pay penalty by subtracting any part for which (1) there is or was substantial authority for the way you treated it, or (2) there is adequate disclosure on the return or in an attached statement (see Article 27, section 1085(k)).

Omnibus Tax Equity and Enforcement Act

The Omnibus Tax Equity and Enforcement Act imposes strong civil and criminal penalties for negligence or fraud. For more information about this act contact the Taxpayer Assistance Bureau (address and telephone numbers on page 4).

Privacy Notification

Our authority to require and maintain personal information, including identifying numbers (social security numbers, etc.), is found in sections 211, 213-a and 1096, Article 9-A in general of the Tax Law and Parts 6 and 7 of the Business Corporation Franchise Tax Regulations.

We will use this information primarily to determine New York State corporation tax liabilities under Article 9-A of the Tax Law. We will also use it for tax administration and as necessary under Tax Law section 211 and for any other purpose authorized by law, and when the taxpayer gives written authorization to this department for another department, person, agency or entity to have access, limited or otherwise, to information contained in the return.

Your failure to provide the required information may result in civil penalties under sections 217 and 1085 of the Tax Law and Part 9 of the Business Corporation Franchise Tax Regulations or criminal penalties under Article 37 of the Tax Law, or both.

This information will be maintained by the Director, Data Management Services Bureau, NYS Tax Department, Building 8, Room 905, W. A. Harriman Campus, Albany, NY 12227; telephone (from New York State only) 1 800 CALL TAX (1 800 225-5829); from outside New York State, call (518) 438-8581.

Change of Business Information

If there have been any changes in your business name, ID number, mailing address, business address, telephone number or owner/officer information, complete Form DTF-95, ***Change of Business Information.*** If you don't have a form, call toll free (from New York State only) **1 800 462-8100**. From areas outside New York State, call (518) 438-1073. If your address has changed, check the box next to the name and address on Form CT-4.

Final Return

Do not mark a franchise tax return ***Final,*** unless a *Certificate of Dissolution or Surrender of Authority* is attached and you are going out of business. If you do not legally dissolve the corporation and liquidate all assets, you will continue to be liable for the filing of corporation franchise tax returns and the payment of tax. For detailed information about the legal dissolution and surrender of authority see Publication 110, *Termination of Business Corporations*.

Whole Dollar Amounts

Amounts may be shown in whole dollars rather than dollars and cents. Round an amount from 50 cents through 99 cents to the next higher dollar and round any amount less than 50 cents to the next lower dollar. If you round to the nearest dollar, round for all amounts.

Processible Forms

Returns must be prepared in a manner that will permit their routine handling and processing. Interest will not be paid on an overpayment of taxes until the return is in a processible form.

Use of Reproduced Forms

Photocopies of returns are acceptable if they are of good quality and are signed in the proper place (see Publication 76).

Computerized Returns

Computer-produced corporation tax returns will be accepted if you have received permission to file them and if they meet our specifications. See Publication 76, *Specifications for Reproduction of New York State Corporation Tax Forms*. For information write to:

NYS Tax Department
Taxpayer Assistance Bureau
W. A. Harriman Campus
Albany, NY 12227

Signature

The return must be certified by the president, vice president, treasurer, assistant treasurer, chief accounting officer or other officer authorized by the taxpayer.

The return of an association, publicly traded partnership or business conducted by a trustee or trustees must be signed by a person authorized to act for the association, publicly traded partnership or business.

If an outside individual or firm prepared the return, the signature of the person and the name of the firm must be included.

Resolving Tax Problems

The best ways to avoid tax problems are to keep accurate tax records and to stay on top of current tax requirements.

We have free publications you can order and toll-free numbers you can call for answers to your specific questions.

Most tax problems can be resolved informally. If you receive a tax deficiency notice that you think is in error, promptly call the number listed on the notice.

Only a relative handful of tax problems fail to be resolved by informal means. However, if you are issued a *Notice of Deficiency* or a refund denial and you feel that the Tax Department has made a mistake, you still have a number of options available to you:

- You can request a **conciliation conference** through the Bureau of Conciliation and Mediation Services. The conference is conducted informally by a conferee who issues an order that is binding on the Tax Department but not on you (you can appeal by filing a petition for a formal hearing, as explained below). To set up a conference, get Form CMS-1, *Request for Conciliation Conference*, by calling toll free 1 800 462-8100 or by writing to the Bureau of Conciliation and Mediation Services, NYS Tax Department, W. A. Harriman Campus, Albany, NY 12227.
- You can request a **small claims hearing** before an impartial presiding officer if the disputed amount is within certain dollar limitations set by the *Rules of Practice and Procedure*. The presiding officer's decision is final, but at any time before the end of the small claims hearing, you can request a transfer to a formal hearing before an administrative law judge. A copy of the *Rules of Practice and Procedure* will be sent to you when you request a petition form as explained below.
- You can file a petition for a **tax appeals hearing**. The hearing is held before an administrative law judge, and both you and the Tax Department may appeal the judge's decision to the Tax Appeals Tribunal. The Tax Department cannot seek a review of the Tribunal's decision, but you can by instituting an Article 78 proceeding in the Appellate Division of the State Supreme Court. You can get the petition forms by writing to the Division of Tax Appeals, 500 Federal Street, 4th Floor, Troy, NY 12180-2893.

Regardless of which appeal option you exercise, you may appear on your own behalf or you may have an authorized representative present your case for review. An authorized representative must have Power of Attorney from you in order to appear on your behalf. Further, your representative must be in compliance with the Ethics in Govenment Act which restricts appearances by former department employees. A summary of these restrictions is included on the back of the Power of Attorney form.

Line-by-Line Instructions for Form CT-4

Reporting Period

Your tax year for New York State must be the same as your federal tax year. If it is not a calendar year, be sure to enter the correct reporting period at the top of the front page of your return.

Principal Business Activity

Enter the one activity that accounts for the largest percentage of your total income. State the broad field of business activity as well as the specific product or service (e.g. mining copper, wholesale meat, retail men's apparel, real estate rental). Be sure to enter the business group code number from your federal return.

Metropolitan Transportation Business (MTB) Tax Surcharge

If you do not do business, employ capital, own or lease property or maintain an office in the Metropolitan Commuter Transportation District (MCTD) you must disclaim liability for the MTB tax surcharge by answering *No*.

Line A — Payment

Line A — After completing your return, enter the amount of your payment enclosed. This must be the full amount shown on line 24.

Lines 1-9 Computation of Entire Net Income Base

Line 1 — Enter your federal taxable income (before net operating loss and special deductions).

- If you file federal Form 1120, use the amount from line 28.
- If you file federal Form 1120-A, use the amount from line 24.
- If you are an S corporation filing federal Form 1120S but you have not made an election to be treated as a New York State S corporation, you must determine the amount you would have had to report as federal taxable income, before net operating loss and special deductions, were you not a federal S corporation. Attach a separate sheet showing how you determined this amount. In general, the items affected are:

  Dividends - Form 1120, line 4
  Interest - Form 1120, line 5
  Capital gain net income - Form 1120, line 8
  Contributions - Form 1120, line 19

Line 2 — Enter all interest received or accrued from federal, state, municipal and other obligations that was exempt from federal tax and not included on line 1. You may deduct from this amount any expenses attributable to that interest but denied deductibility under IRC section 265. Attach a list of items included on this line.

Line 3 — Enter the amount deducted on your federal return for New York taxes imposed under Articles 9-A, 13-A and 32. Do not include the taxes imposed under Article 13-A (petroleum business tax) for periods after June 1, 1990. Enter the amount deducted for taxes paid or accrued to other US states, their political subdivisions and the District of Columbia if they are on or are measured by profits or income, or include profits or income as a measure, including taxes expressly in lieu of the foregoing. Include the metropolitan transportation business tax surcharge (CT-3M/4M). However, do not include New York City taxes.

Line 4 — Enter the amount deducted in computing federal taxable income for interest on indebtedness paid to a corporate stockholder owning more than 50% of your issued and outstanding capital stock. If you do not make this entry, such indebtedness will not constitute subsidiary capital in the hands of such corporate stockholder.

To the extent you do not make this entry, your parent corporation may not exclude such interest from its entire net income as income from subsidiary capital.

Line 5 or 7 — Before making entries on line 5 or 7, complete Form CT-399, *Schedule for Depreciation Adjustments*.

Line 5 — Enter the amount of your federal Accelerated Cost Recovery System (ACRS) deduction that must be added back to federal taxable income from *Schedule for Depreciation Adjustments*, line 4, of Form CT-399, or, if you have disposed of property this year, use the amount from line 12, column A.

Line 6 — Add lines 1 through 5.

Line 7 — Enter the amount of allowable New York State depreciation deduction from Form CT-399, line 5, column I, or if you have disposed of property this year, use the amount from line 12, column B. Attach Form CT-399, *Schedule for Depreciation Adjustments*, and federal Form 4562, *Depreciation and Amortization Schedule*.

Line 8 — Subtract line 7 from line 6. This is your entire net income base. If this line is over $10,875, do not continue; you must use Form CT-3.

Line 9 — Multiply line 8 by the tax rate of 8% (.08).

Lines 10-17 Computation of Capital Base

To determine the value of your assets for the capital base computations, you must include real property and marketable securities at fair market value. All other property must now be included at the value shown on your books in accordance with generally accepted accounting principles. Use lines 10 through 14 to adjust the assets you reported on your federal return.

On lines 10 through 15, enter the values at the beginning of the year in column A and at the end of the year in column B. Enter the average value in column C. **Average value** is generally computed quarterly if your usual accounting practice permits it. However, you may use a more frequent basis such as monthly, weekly or daily. If your usual accounting practice does not permit a quarterly or more frequent computation of the average value of assets, you may use a semiannual or annual computation if no distortion of average value results.

Line 10 — Enter your total assets from the balance sheet of your federal tax return.

Line 11 — Enter the federal balance sheet value of any real property and marketable securities included on line 10.

Line 12 — Subtract line 11 from line 10.

Line 13 — Enter the fair market value of real property and marketable securities included on line 11. The **fair market value** of an asset is the price (without deduction of an encumbrance whether or not the taxpayer is personally liable) at which a willing seller will sell and a willing purchaser will buy.

You can generally find the fair market value of marketable securities from price quotes in financial newspapers. To determine fair market value of real property, you might consider recent sales of similar property.

A Cooperative Housing Corporation may determine the fair market value of its real estate, when only its assessed value for real property tax is known, by dividing the assessed value by the equalization rate. The equalization rate may be obtained from the State Board of Equalization and Assessment. Once a method of determining average fair market value is adopted by the taxpayer and is accepted by the tax commissioner, the method may not be changed on any subsequent return without the prior consent of the tax commissioner. (See TSB-M-85(18)C.)

Line 14 — Add lines 12 and 13.

Line 15 — Enter the amount of all liabilities (both long and short term) when computing capital base. Use the same method of averaging used to determine average value of assets.

Line 16 — Subtract line 15, column C, from line 14, column C. This is your total capital base. If this line is over $488,750 do not continue; you must use Form CT-3.

Line 17 — Multiply line 16 by the tax rate of .00178.

Line 18

Fixed Dollar Minimum Tax

Line 18 — The fixed dollar minimum tax consists of four levels and is determined by the corporation's gross payroll, total receipts and average value of gross assets.

Enter your gross payroll, total receipts and gross assets in the appropriate boxes. Use the tax rates on page one of these instructions to determine your minimum tax.

Gross Payroll - The total wages, salaries and other personal service compensation of all employees including general executive officers wherever located. For a period of less than 12 months, annualize gross payroll by dividing it by the number of months in the short period and multiplying the result by 12.

Use the total amounts shown on federal Form 1120 or Form 1120-A, lines 12 and 13a, plus any wages included in the cost of goods sold, Form 1120, Schedule A, line 3.

If your gross payroll is more than $6,250,000 you must file Form CT-3.

Total Receipts - Receipts from the sales of tangible personal property, services performed, rentals, royalties, receipts from the sales of rights for closed circuit and cable television transmissions and all other business receipts received in the regular course of business. These items can be found on federal Form 1120 or 1120-A. Income Section, lines 1c, 6, 7, and 10.

Do not include any dividends, nonbusiness interest or business or investment gains or losses.

Average value of gross assets - The average fair market value of real property and marketable securities plus all other assets at the value shown on your books in accordance with generally accepted accounting principles. Use the amount from Form CT-4, line 14, column C.

Lines 19-20

Tax Computation

Line 19a — Your tax is the amount from line 9, 17, or line 18, whichever is largest. If line 9 or line 18 is the largest enter that amount on line 19a. If line 17 is the largest, use the following worksheet to determine the line 19a amount.

Worksheet

If the tax based on capital (line 17) is larger than the tax based on entire net income (line 9) only because of the 8% (.08) tax rate, then the lower amount becomes the franchise tax due. Use this worksheet to determine if this exception applies to you. The purpose of the worksheet is to compare the tax on entire net income base using the small business taxpayer's reduced tax rate and the regular tax rate of 9% (.09) with the tax based on the capital base.

A. Tax on capital base from line 17 . . . . . [ ]

B. ENI base from line 8 $ _____ × .08 . . [ ]

C. ENI base from line 8 $ _____ × .09 . . [ ]

If line A is the largest amount, enter that amount on line 19a.

If line C is the largest amount, enter the line B amount on line 19a.

However, the tax due cannot be less than the fixed dollar minimum on line 18.

Line 19b — The tax surcharge is computed on the largest tax determined at line 19a. Multiply line 19a by 15% (.15).

Line 20 — Enter the total of all prepayments made for the period covered by this return. You will not have a valid extension of time (Form CT-5) to file this return if the tax surcharge was not included in the estimated tax payment. If you have filed an application for extension and you entered an amount on line 3 of that form (mandatory 25% installment) **do not** use this form; use Form CT-3.

Lines 22 and 23 — If you are not filing this return on time, you must pay interest and additional charges. See *Interest and Penalties* on page 2.

Line 25 — You may apply an overpayment or part of an overpayment of tax as a credit to your metropolitan transportation business tax surcharge or to your next tax period, or you may have it refunded. Indicate on lines 26 through 29 the amounts you wish transferred as credits or refunded.

General Information Required

Lines 32 and 33 — Real Property Gains Tax. Every corporation with an interest in real property located in New York State must keep a record of the transfer of its stock and report annually every transfer of a controlling interest in the stock and any other information that may be required to enforce this tax (Article 31-B, section 1449-a).

Controlling interest is either 50% or more of the total combined voting power of all classes of stock or 50% or more of the capital, profits or beneficial interest in that voting stock.

Answer both questions (lines 32 and 33). If you answer Yes to both questions, attach a separate sheet providing the following information:

— Name, address and identification number of the new controlling stockholder (use social security number for individuals and federal employer identification number for corporations).

— Date transfer was made.

— Location of real property.

— Whether the corporation is a cooperative housing corporation.

Lines 34-36 — Enter the amounts from your federal return.

Line 39 — If you deducted from your entire net income interest payments you made to a shareholder owning directly or indirectly, individually or in the aggregate, more than 50% of your issued capital stock, complete line 39 (section 211.2-a). If you do not provide this information, you will have to pay a penalty of $500 (section 1085(n)).

Line 40 — Chapter 61, Laws of 1989, amended Article 9-A regarding mergers, acquisitions and consolidations. In certain circumstances the amended law disallows the benefits of tax credits and net operating losses. It also denies subsidiary capital treatment and disallows the deduction of a portion of your interest expense. Form CT-3 must be used to report these changes. For more information see the instructions for Form CT-3 or TSB-M-89(17)C.

Mailing Label

Use the mailing label provided by the Tax Department.

The preprinted mailing label contains the account identification information necessary for correct and effective processing of your tax form.

Check your label to see that the information is complete and correct. If it is incorrect, make any corrections directly on the label. (You must also file Form DTF-95, *Change of Business Information,* with the Tax Department as soon as possible.) If your address has changed, check the box next to the name and address on the form.

Remove the peel-off label from the front cover of your packet and place it in the **name and address box** at the top of your corporation tax return or application for extension.

To ensure that your corporation tax forms are processed as quickly and efficiently as possible, it is important that we have the necessary identifying information from your preprinted label. If you are not using the label, please include your **employer identification number** and **file number** on each form filed. These numbers can be copied directly from the label.

If you use a paid preparer or accounting firm, make sure they use the mailing label or the label information when completing all forms prepared for you.

Mail all returns to: NYS Corporation Tax, Processing Unit, P.O. Box 1909, Albany, NY 12201-1909

Need Help?

Phone	For forms and publications, call toll free (from New York State only) 1 800 462-8100. From areas outside New York State, call (518) 438-1073.
	For information, call toll free (from New York State only) 1 800 CALL TAX (1 800 225-5829). From areas outside New York State, call (518) 438-8581.
	Telephone assistance is available from 8:00 a.m. to 5:00 p.m., Monday through Friday.
Write	If you need to write, address your letters to: NYS Tax Department, Taxpayer Assistance Bureau, W.A. Harriman Campus, Albany, NY 12227