



Instructions for Forms CT-3-S and CT-3-S-ATT New York S Corporation Franchise Tax Return and Attachment

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Important reminder to file a complete return: You must complete all required schedules and forms that make up your return, and include **all pages** of those forms and schedules when you file. Returns that are missing required pages or that have pages with missing entries are considered incomplete and cannot be processed, and may subject taxpayers to penalty and interest.

Up-to-date information affecting your tax return

Visit our Web site for tax law changes or forms corrections that occurred after the forms and instructions were printed (see *Need help?* on page 12).

Changes for 2006

Tax Law changes for New York S corporations made permanent
Chapter 62 of the Laws of 2006 made permanent the provisions of Tax Law section 210.1(g)(1) that were due to expire for tax years beginning after December 31, 2005. The law provides that New York S corporations subject to Tax Law Article 9-A will only be subject to the fixed dollar minimum tax when computing their New York State corporation franchise tax liability. As a result, **all** New York S corporations taxable under Article 9-A must now file using Form CT-3-S on an individual basis for calendar and fiscal years beginning in 2006 and all tax years beginning thereafter. No combined filing with regard to New York S corporations subject to tax under Article 9-A will be permitted or required. Forms CT-4-S, *New York S Corporation Franchise Tax Return Short Form*, CT-3-S-A, *New York S Corporation Combined Franchise Tax Return*, and CT-3-S-A-P, *New York S Corporation Combined Franchise Tax – Returns and Instructions*, are discontinued.

Single receipts factor business allocation percentage (BAP) and alternative BAP for certain Article 9-A filers — The Tax Law was amended to provide certain Article 9-A filers a new single factor BAP and single factor alternative BAP for use in allocating business income. For tax years beginning on or after January 1, 2008, the receipts factor will be the BAP and alternative BAP for certain Article 9-A filers. This change will be phased in during tax years beginning in 2006 and 2007 by weighting the three factors currently used to compute the BAP and alternative BAP. For more information, see TSB-M-05(3)C, *Summary of Corporation Tax Legislative Changes Enacted in 2005*, and Schedule A on page 7 of this form.

Changes to the fixed dollar minimum tax — For tax years beginning on or after January 1, 2006, the fixed dollar minimum tax amounts have changed back to the amounts in effect for tax years that began in 2003. A domestic corporation that is no longer doing business, employing capital, or owning or leasing property in New York State is exempt from the fixed dollar minimum tax for years following its final tax year and is no longer required to file a franchise tax return provided it meets the requirements listed in TSB-M-06(5)C, *Certain Domestic Business Corporations Exempt from the Article 9-A Fixed Dollar Minimum Tax*. For more information, see *Fixed dollar minimum tax schedule* on page 5.

Security officer training tax credit — A new credit is available for qualified building owners subject to tax under Article 9, 9-A, 32, or 33 who employ qualified security officers. Taxpayers must file an application with the New York State Office of Homeland Security to receive an allocation of the credit. For more information, visit the New York State Office of Homeland Security Web site at www.security.state.ny.us and see Form CT-631, *Claim for Security Officer Training Tax Credit*, and Form CT-631-I, *Instructions for Form CT-631*.

Fuel cell electric generating equipment credit — For tax years beginning on or after January 1, 2005, taxpayers are allowed a credit against tax for qualified expenditures for fuel cell electric generating equipment. Taxpayers subject to tax under Article 9 (section 183, 184, and 185), 9-A, 32, and 33 may claim the credit for the tax year in which the fuel cell electric generating equipment is placed in service. However, this credit is not available for taxpayers subject to tax under Article 9, section 183, 184, and 185, who are substantially engaged in the commercial generation, distribution, transmission, or servicing of energy and energy products. For more information, see Form CT-259, *Claim for Fuel Cell Electric Generating Equipment Credit*, and Form CT-259-I, *Instructions for Form CT-259*.

Biofuel production credit — For tax years beginning on or after January 1, 2006, a new credit is available to taxpayers subject to tax under Article 9 or 9-A for biofuel produced at a biofuel plant located in New York State. For more information, see Form CT-243, *Claim for Biofuel Production Credit*, and Form CT-243-I, *Instructions for Form CT-243*.

Clean heating fuel credit — For tax years beginning in 2006 and 2007, a new credit is available to taxpayers subject to tax under Article 9-A for the purchase of bioheat used for space heating or hot water production for residential purposes within New York State. The purchases must occur on or after July 1, 2006, and before July 1, 2007. For more information, see Form CT-241, *Claim for Clean Heating Fuel Credit*.

Handicapped-accessible taxicabs and livery service vehicles credit — Effective January 1, 2006, through December 31, 2008, taxpayers subject to tax under Article 9-A that provide taxicab or livery services are allowed a credit for incremental cost associated with the purchase of a handicapped-accessible vehicle or the conversion of a motor vehicle to a handicapped-accessible vehicle that is used in providing taxicab or livery service. For more information, see Form CT-239, *Claim for Handicapped-Accessible Taxicabs and Livery Service Vehicles Credit*, and Form CT-239-I, *Instructions for Form CT-239*.

Entering dates — Unless you are specifically directed to use a different format, enter dates in the *mm-dd-yy* format (using dashes and not slashes).

Who must file

An S corporation is a small business corporation whose shareholders have made an election to be taxed under personal income tax law, rather than corporation tax law, as permitted under Subchapter S of Chapter One of the IRC. The shareholders of federal S corporations subject to Tax Law Article 9-A may make the same election for New York State, called a *New York S election*, by filing Form CT-6, *Election by a Federal S Corporation to be Treated as a New York S Corporation*. This includes both corporations organized under New York State law and foreign corporations (those organized under the laws of any other state) that do business, employ capital, own or lease property, or maintain an office in New York State.

If a corporation is a federal S corporation and wishes to make the same election for New York State, the corporation is required to file Form CT-6 and receive approval **before** filing Form CT-3-S, CT-3-S-ATT, *Attachment to Form CT-3-S*, or CT-34-SH, *New York S Corporation Shareholders' Information Schedule*. Federal approval as an S corporation is **not** automatic approval for New York State.

Once a corporation has approval from the New York State Tax Department to be treated as a New York S corporation, it is required to file Form CT-3-S instead of Form CT-3, *General Business Corporation Franchise Tax Return*, or Form CT-4, *General Business Corporation Franchise Tax Return Short Form*. The corporation must attach Form CT-34-SH to report information for all individuals, estates, and trusts who were shareholders of the New York S corporation during any part of the year. If required, the corporation must also attach Form CT-3-S-ATT to report BAP and investment allocation percentage.

A bank S corporation must use Form CT-32-S, *New York Bank S Corporation Franchise Tax Return*, instead of Form CT-3-S.

Domestic corporations — A domestic corporation (incorporated in New York State) is generally liable for franchise taxes for each fiscal or calendar year, or part thereof, during which it is incorporated until it is formally dissolved with the Department of State (www.dos.state.ny.us). However, a domestic corporation that is no longer doing business, employing capital, or owning or leasing property in New York State is exempt from the fixed dollar minimum tax for years following its final tax year and is no longer required to file a franchise tax return provided it meets the requirements listed in TSB-M-06(5)C, *Certain Domestic Business Corporations Exempt from the Article 9-A Fixed Dollar Minimum Tax*.

Foreign corporations — A foreign corporation (incorporated outside of New York State) is liable for franchise taxes during the period in which it is doing business, employing capital, owning or leasing property, or maintaining an office in New York State. In addition, a foreign corporation authorized to do business in New York State is also liable for payments of its annual maintenance fee, until such time as it surrenders to the Department of State its authority to do business, regardless of whether it is doing business, employing capital, owning or leasing property, or maintaining an office in the state.

Foreign corporations authorized to do business but disclaiming tax liability

If you are a foreign corporation authorized to do business in New York State but disclaiming tax liability you do not have to file a franchise tax return. Instead, file Form CT-245, *Maintenance Fee and Activities Return For a Foreign Corporation Disclaiming Tax Liability* to pay the

annual maintenance fee. The annual maintenance fee is \$300, unless you file a short period return, which may reduce your maintenance fee to less than \$300.

If it is determined that a franchise tax return is required, the maintenance fee may be allowed as a credit against any tax due under Article 9-A.

Other forms you may need to file

Form CT-6.1, Termination of Election to be Treated as a New York S Corporation, must be filed to terminate New York S corporation status.

Form CT-8, Claim for Credit or Refund of Corporation Franchise Tax Paid, or an amended return, may be used to request a refund other than from an overpayment. To speed up processing of the claim, mail it separately from your annual return. You must file a claim for refund based on a net operating loss (NOL) carryback within three years of the extended due date of the return for the loss year or within 27 months from the date of the federal credit or refund. A refund based on a federal change must be filed within two years from the date the federal change was required to be reported. All other claims for refunds must be received within three years from the date the return was filed, or two years from the date the tax was paid, whichever is later.

Form CT-33-D, Tax on Premiums Paid or Payable to an Unauthorized Insurer, must be filed if you purchased or renewed a taxable insurance contract that covers risks located in New York State from an insurer not authorized to transact business in New York State. This return must be filed within 60 days following the end of the calendar quarter in which the contract was purchased or renewed. For more information, see TSB-M-90(9)C, *1990 Legislation - Direct Writings Tax*.

Form CT-60-QSSS, Qualified Subchapter S Subsidiary Information Schedule, must be filed to notify the Tax Department that a qualified subchapter S subsidiary (QSSS) is included in your return. Remember to mark an **X** in the line C box on page 1 of Form CT-3-S, and attach Form CT-60-QSSS.

Qualified subchapter S subsidiary (QSSS)

The filing requirements for a QSSS that is owned by a New York S corporation or a nontaxpayer corporation are outlined below. Where New York State follows federal QSSS treatment, the parent and QSSS file a single franchise tax return. The QSSS is ignored as a separate taxable entity, and the assets, liabilities, income, and deductions of the QSSS are included on the parent's franchise tax return. However, for other taxes such as sales and excise taxes, and the license and maintenance fees imposed under Article 9, the QSSS continues to be recognized as a separate corporation.

- Parent is a New York S corporation** – New York State will follow the federal QSSS treatment. The parent and QSSS are taxed as a single New York S corporation and file Form CT-3-S.
- Nontaxpayer parent** – New York State follows the federal QSSS treatment if the QSSS is a New York State taxpayer but the parent is not, if the parent elects to be taxed as a New York S corporation by filing Form CT-6. The parent and QSSS are taxed as a single New York S corporation and file Form CT-3-S on a joint basis. If the parent does not elect to be a New York S corporation, the QSSS must file as a New York C corporation on a stand-alone basis on Form CT-3 or CT-4.
- Exception: excluded corporation** – Notwithstanding the above rules, QSSS treatment will not be allowed unless both parent and QSSS are general business corporations. That is, the corporations will have to file on a stand-alone basis if one is an Article 9-A taxpayer but the other is an Article 9, 32, or 33 taxpayer, or is a corporation that would be subject to such taxes if taxable in New York State.

Where New York State follows federal QSSS treatment, the QSSS is not considered a subsidiary of the parent corporation.

Form CT-186-E, Telecommunications Tax Return and Utility Services Tax Return, or Form CT-186-EZ, Telecommunications Tax Return — Short Form, must be filed by a corporation that provides telecommunication services. The corporation must pay an excise tax on its gross receipts from the sale of telecommunication services under Article 9, section 186-e.

Form CT-222, Underpayment of Estimated Tax by a Corporation, is used to determine if the corporation has underpaid an estimated tax installment, and, if so, to compute the penalty for underpayment.

Form CT-240, Foreign Corporation License Fee Return, must be filed by any foreign corporation (organized outside New York State) in order to pay the license fee based on capital stock. This return must be filed when the corporation files its first franchise tax return, or if capital stock employed in New York State has increased since the last license fee report was filed.

Form CT-399, Depreciation Adjustment Schedule, must be filed to compute the allowable New York State depreciation deduction if you claim: 1) the federal accelerated cost recovery system (ACRS) depreciation or modified accelerated cost recovery system (MACRS) deduction for certain property placed in service after December 31, 1980, or 2) the 30%/50% federal special depreciation for certain property placed in service on or after June 1, 2003, in tax years beginning after December 31, 2002.

Form CT-400, Estimated Tax for Corporations, must be filed if your New York State franchise tax liability can reasonably be expected to exceed \$1,000.

Form CT-3360, Federal Changes to Corporate Taxable Income, must be used to report any correction made by the Internal Revenue Service (IRS) in taxable income previously reported for any year, including changes based on the renegotiation of a government contract.

Form IT-204-LL, Limited Liability Company/Limited Liability Partnership Filing Fee Payment Form — For tax years beginning in 2005 and 2006, LLCs that have income derived from New York sources and are treated as disregarded entities for federal income tax purposes must pay a filing fee using this form. You must file Form IT-204-LL within 30 days after the last day of the tax year.

Form DTF-686, Tax Shelter Reportable Transactions Attachment to New York State Tax Return, has been developed to assist taxpayers and persons in complying with New York State's disclosure requirements.

Form DTF-664, Tax Shelter Disclosure for Material Advisors, has been developed to assist taxpayers and persons in complying with New York State's disclosure requirements.

Reporting requirements for tax shelters — The Tax Law requires taxpayers to report information about transactions that present the potential for tax avoidance (tax shelters). There are separate reporting requirements for those who use tax shelters and for those who promote the use of tax shelters. These reporting requirements are similar to the tax shelter disclosure requirements for federal income tax purposes. For more information, see TSB-M-05(2)C (for business taxes) or TSB-M-05(4)I (for personal income tax), *Disclosure of Certain Transactions and Related Information Regarding Tax Shelters*; TSB-M-05(2.1)C (for business taxes) or TSB-M-05(4.1)I (for personal income tax), *Supplement to the Disclosure of Certain Transactions and Related Information Regarding Tax Shelters*; and TSB-M-05(2.2)C (for business taxes) or TSB-M-05(4.2)I (for personal income tax), *Additional Supplement to the Disclosure of Certain Transactions and Related Information Regarding Tax Shelters*.

Form IT-2658, Report of Estimated Tax for Nonresident Individual Partners and Shareholders, must be filed by a New York S corporation that is required to pay estimated tax on behalf of a shareholder who is a nonresident individual.

Form IT-2659, Estimated Tax Penalties for Partnerships and New York S Corporations, is used to determine if estimated tax has been underpaid on behalf of a shareholder who is a nonresident individual. Form IT-2659 is also used to compute the penalty if the estimated tax has been underpaid.

Form DTF-95, Business Tax Account Update, and Form DTF-96, Report of Address Change for Business Tax Accounts — See *Name, address, and business information* on page 5.

Consult **Publication 20, Tax Guide for New Businesses**, for additional information regarding other taxes that may apply to you.

When to file

File your return within 2½ months after the end of your reporting period. If you are reporting for the calendar year, your return is due on or before March 15. If your filing date falls on a Saturday, Sunday, or legal holiday, file your return on or before the next business day.

Extension if you cannot meet the filing deadline

If you cannot meet the filing deadline, file Form CT-5.4, *Request for Six-Month Extension to File New York S Corporation Franchise Tax Return*, and pay the properly estimated franchise tax on or before the original due date of the return. **Additional extension of time to file Form CT-3-S will not be granted beyond six months.**

Where to file

Form CT-3-S — Use one of the following addresses:

With payment

**NYS CORPORATION TAX
PROCESSING UNIT
PO BOX 22092
ALBANY NY 12201-2092**

Without payment

**NYS CORPORATION TAX
PROCESSING UNIT
PO BOX 22096
ALBANY NY 12201-2096**

If you use a delivery service other than the U.S. Postal Service, see *Private delivery services* below.

Private delivery services

If you choose, you may use a private delivery service, instead of the U.S. Postal Service, to mail in your return and tax payment. However, if, at a later date, you need to establish the date you filed your return or paid your tax, you cannot use the date recorded by a private delivery service **unless** you used a delivery service that has been designated by the U.S. Secretary of the Treasury or the Commissioner of Taxation and Finance. (Currently designated delivery services are listed in Publication 55, *Designated Private Delivery Services*. See *Need help?* on page 12 of these instructions for information on obtaining forms and publications.) If you have used a designated private delivery service and need to establish the date you filed your return, contact that private delivery service for instructions on how to obtain written proof of the date your return was given to the delivery service for delivery. If you use **any** private delivery service, whether it is a designated service or not, send the forms covered by these instructions to: State Processing Center, 431C Broadway, Albany NY 12204-4836.

Penalties and interest

If you pay after the due date

If you do not pay the tax due on or before the original due date, you must pay interest on the amount of underpayment from the original due date (**without** regard to an extension of time for filing) of the return to the date the tax is paid. Exclude from the interest computation any amount representing the first installment of estimated tax for next period. Interest is always due, without any exceptions, on any underpayment of tax. **An extension of time for filing does not extend the due date for payment of tax.**

If you file and pay after the due date

Compute additional charges for late filing and late payment on the amount of tax minus any payment made on or before the due date (**with** regard to any extension of time for filing). Exclude from the penalty computation any amount representing the first installment of estimated tax for the next period.

- A. If you do not file a return when due or if the request 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 additional charge in item A 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 do not 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 items A and C may not exceed 5% for any one month except as provided for in item B (section 1085 (a)).

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

Note: You may compute your penalty and interest by accessing our Web site and clicking on *Electronic Services*, or you may call and we will compute the penalty and interest for you (see *Need help?* on page 12).

If you understate your 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 item for which there is or was substantial authority for the way you treated it, or there is adequate disclosure on the return or in an attached statement (see Article 27, section 1085(k)).

If you underpay your estimated tax

If you can reasonably expect your New York State franchise tax liability to exceed \$1,000, you must file Form CT-400. A penalty will be imposed if you fail to file a declaration of estimated tax or fail to pay the entire installment payment of estimated tax due. For complete details, see Form CT-222.

If you fail to pay estimated tax on behalf of a shareholder

— If the New York S corporation is required to pay estimated tax and fails to pay estimated tax on behalf of a shareholder, a penalty of \$50 per shareholder for each failure to pay may be imposed. The penalty may be waived if it is shown that the failure is due to reasonable cause and not due to willful neglect.

If you underpay estimated tax on behalf of a shareholder

— A New York S corporation may be subject to the underpayment of estimated tax penalty. For complete details, see Form IT-2659.

If you fail to provide shareholder information

If you do not file Form CT-3-S on time, or you fail to provide the shareholder information required (all items of income, loss, deduction, and other pertinent information), you will have to pay a penalty. The penalty is \$50 per shareholder per month or fraction of a month, up to a total of \$250 per shareholder (section 685(h)(2)). You will also have to pay an additional penalty of \$50 for each shareholder whose social security number you do not show (section 685(k)). All shareholders of the S corporation during any part of the tax year must be counted. These penalties may be waived if it is shown that the failure is due to reasonable cause and not due to willful neglect.

If you fail to provide information about your issuer's allocation percentage

Tax Law section 1085(o) provides for a penalty of \$500 for failure to provide information needed to compute issuer's allocation percentages.

Tax shelter penalties

The Tax Law also provides for penalties for failure to disclose certain transactions and related information regarding tax shelters and for the underpayment of taxes due to participation in these shelters. For more information, refer to TSB-M-05(2)C, *Disclosure of Certain Transactions and Related Information Regarding Tax Shelters*. Also see TSB-M-05(2.1)C, *Supplement to the Disclosure of Certain Transactions and Related Information Regarding Tax Shelters*.

Other penalties

Strong civil and criminal penalties may be imposed for negligence or fraud. For more information, contact the Corporation Tax Information Center (see *Need help?* on page 12).

Is this an amended return?

If you are filing an amended return for any purpose, including an amended return filed with Form CT-8, *Claim for Credit or Refund of Corporation Tax Paid*, or CT-3360, *Federal Changes to Corporate Taxable Income*, mark an **X** in the *Amended return* box on page 1 of the return.

Filing your final return

Mark an **X** in the *Final return* box on page 1 of the return if the corporation is a:

- domestic corporation that ceased doing business, employing capital, or owning or leasing property in New York State during the tax year and wishes to dissolve; or
- foreign corporation that is no longer subject to the franchise tax in New York State.

Do not mark an **X** in the *Final return* box if you are only changing the type of return that you file (for example, from Form CT-3-S to CT-3, or from Form CT-3-S to CT-32-S).

Do not mark an **X** in the *Final return* box in the case of a merger or consolidation.

Note: A foreign corporation, authorized to do business in New York State but disclaiming tax liability, that wishes to continue to be authorized must file Form CT-245.

Call 1 800 327-9688 (Dissolution Unit) if you have questions concerning dissolution or surrendering authority to do business in New York State.

New York S corporation termination year

The New York S election can terminate on a day other than the first day of the tax year, whether or not the federal S election terminates at the same time. In either case, the tax year is divided into two tax periods (an S short year and a C short year). The corporation must file Form CT-3-S for the S short year. For the C short year, the corporation must file Form CT-3 or CT-4. The due date of the S short year return is the same as the New York C short year return. For more information, see TSB-M-90(11)C, *1990 Legislation - Franchise Tax on New York S Corporations*.

When an IRC section 338(h)(10) election is made for a target corporation that is a New York S corporation, the target corporation must file two short period reports. When filing the second short period report, the federal taxable income (FTI) of new target is the starting point for computing entire net income (ENI).

If the federal and New York S elections terminate at the same time, ENI assigned to Form CT-3 or CT-4 for the C short year is determined using the same method of accounting as used for federal income tax purposes; that is, daily pro rata allocation under IRC section 1362(e)(2) or normal tax accounting rules under IRC section 1362(e)(3).

If the federal S election continues but the New York S election terminates, use normal tax accounting rules under IRC section 1362(e)(3) if either of the following applies:

- all persons who are shareholders in the corporation at any time during the New York S short year and all persons who are shareholders in the corporation on the first day of the New York C short year consent to such election; or
- there is a sale or exchange of 50% or more of the stock in the corporation during the year.

Otherwise, use the daily pro rata allocation method under IRC section 1362(e)(2).

Mark an **X** in the appropriate Line K box on page 1 of Form CT-3-S to indicate which method of accounting the New York S corporation elected for the New York S short year and subsequent New York C short year.

The total tax for the New York S short year and New York C short year may not be less than the fixed dollar minimum tax determined as if the corporation were a C corporation for the entire year.

Reporting period

Your tax year for New York State must be the same as your federal income tax year. Use this tax return for both calendar and fiscal years beginning in 2006, and for short periods beginning in 2007 and ending before December 31, 2007. Complete the beginning and ending tax period boxes in the upper right corner on page 1 of the form.

Short periods — proration of fixed dollar minimum tax and maintenance fee

Compute the gross payroll and total receipts for short periods (a tax period of less than 12 months) by dividing the amount of each by the number of months in the short period and multiplying the result by 12.

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

Period	Reduction
Not more than six months	50%
More than six months but not more than nine months	25%
Over nine months	none

Maintenance fee

If you are a foreign authorized corporation, you are subject to the annual maintenance fee for the entire period in which you are authorized, whether or not you are doing business in New York State. The Tax Law allows a reduction of the maintenance fee, as shown above, if the period for which the fee is imposed is nine months or less. For more information, see page 2.

Overview of corporation franchise tax

New York S corporations taxable under Article 9-A are required to pay the fixed dollar minimum tax imposed under Tax Law section 210.1(d).

Fixed dollar minimum tax schedule

A domestic corporation that is no longer doing business, employing capital, or owning or leasing property in New York State is exempt from the fixed dollar minimum tax for years following its final tax year and is no longer required to file a franchise tax return provided it meets the requirements listed in TSB-M-06(5)C.

Fixed dollar minimum tax for all New York S corporations.

For a New York S corporation with a gross payroll of:	Fixed dollar minimum tax equals:
\$250,000 or less	\$100 *
More than \$250,000 but not more than \$500,000	\$225 *
More than \$500,000 but not more than \$1,000,000	\$325
More than \$1,000,000 but less than \$6,250,000	\$425
\$6,250,000 or more	\$1,500
However, if the corporation's gross payroll everywhere, total receipts everywhere, and average value of gross assets everywhere are each \$1,000 or less**	\$800

* Foreign authorized corporations: If the total of your tax is less than \$300, you must increase your payment accordingly to satisfy the \$300 maintenance fee requirement.

**If a short period, compute the gross payroll and total receipts by dividing the amount of each by the total number of months in the short period and multiplying the result by 12.

To avoid an erroneous assessment or a delay of your refund, you must enter an amount in the *Gross payroll*, *Total receipts*, and *Average value of gross assets* boxes provided on Form CT-3-S, lines 22 through 24. If you do not have payroll, receipts, or assets, enter 0 in the appropriate box(es). Failure to make an entry in these boxes may result in an assessment of tax or a reduction of your refund/credit.

How to fill out your tax return

Important identifying information

For us to process your corporation tax forms, it is important that we have the necessary identifying information. Include your EIN and file

number on each corporation tax form filed and keep a record of that information.

If you use a paid preparer or accounting firm, make sure they use your complete and accurate identifying information when completing all forms.

Are you claiming an overpayment?

If you are claiming an overpayment on Form CT-3-S, line 49, mark an **X** in the box on page 1 of your return to the right of your EIN and file number.

Name, address, and business information

Enter the S corporation's legal name, and also enter the corporation's mailing name if different from the S corporation's legal name.

If your address has changed, enter your new address in the appropriate area and mark an **X** in the box under the name and address block at the top of your return so that we can update your address for this tax type. **Do not** mark an **X** in this box for any change of business information other than address.

You must report any changes in your business name, ID number, mailing address, physical address, telephone number, or owner/officer information on Form DTF-95, *Business Tax Account Update*. If only your address has changed, you may use Form DTF-96, *Report of Address Change for Business Tax Accounts*, to correct your address for corporation tax or other tax types (see *Need help?* on page 12).

Whole dollar amounts

You may elect to show amounts in whole dollars rather than in dollars and cents. Round any amount from 50 cents through 99 cents to the next higher dollar. Round any amount less than 50 cents to the next lower dollar.

Negative amounts

Show any negative amounts with a minus (-) sign.

Percentages

When computing allocation percentages, convert decimals into percentages by moving the decimal point two spaces to the right. Round percentages to four decimal places.

Example: $5,000/7,500 = 0.6666666 = 66.6667\%$

Third-party designee

If you want to authorize another person (third-party designee) to discuss this tax return with the New York State Tax Department, mark an **X** in the *Yes* box in the *Third-party designee* area of your return. Also enter the designee's name, phone number, and any five-digit number the designee chooses as his or her personal identification number (PIN). If you want to authorize the paid preparer who signed your return to discuss the return with the Tax Department, enter **Preparer** in the space for the designee's name. You do not have to provide the other information requested.

If you mark the *Yes* box, you are authorizing the Tax Department to discuss with the designee any questions that may arise during the processing of your return. You are also authorizing the designee to:

- give the Tax Department any information that is missing from your return;
- call the Tax Department for information about the processing of your return or the status of your refund or payment(s); and
- respond to certain Tax Department notices that you shared with the designee about math errors, offsets, and return preparation. The notices will not be sent to the designee.

You are not authorizing the designee to receive your refund check, bind you to anything (including any additional tax liability), or otherwise represent you before the Tax Department. If you want the designee to perform those services for you, you must file Form POA-1, *Power of Attorney*, making that designation with the Tax Department. Copies of statutory tax notices or documents (such as a *Notice of Deficiency*) will only be sent to your designee if you file Form POA-1.

You cannot revoke the third-party designee authorization or change the PIN. However, the authorization will automatically end on the due date (without regard to extensions) for filing your next year's tax return.

Signature

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

The return of a business conducted by a trustee or trustees must be signed by a person authorized to act for the business.

If an outside individual or firm prepared the return, the signature of the person and the name, address, and identification number of the firm must be included. Failure to sign the return will delay the processing of any refunds and may result in penalties.

Is your return in processible form?

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 format.

Use of reproduced and computerized forms

Photocopies of returns are acceptable if they are of good quality and have an original signature in the proper place.

Computer-produced corporation tax returns will be accepted if they meet our printing specifications. For more information, see Publication 76, *Specifications for Reproduction of New York State Corporation Tax Forms*.

Line instructions for Form CT-3-S

Additional schedules — You may need to use additional schedules to complete your return. Schedules A and B appear on Form CT-3-S-ATT. If you use additional schedules, you must attach the forms to your return.

Line A — Make your check or money order payable in United States funds. We will accept a foreign check or foreign money order only if payable through a United States bank or if marked **Payable in U.S. funds**.

Line D — If you need a tax packet mailed to you for next year's taxes, mark an **X** in the line D box. You may not need a packet if, for example, you use a paid preparer or a software program to prepare your return. Forms and instructions are also available on our Web site (see *Need help?* on page 12).

Line L – Issuer's allocation percentage — Your *issuer's allocation percentage* represents the amount of your capital employed within New York State compared to the total amount of capital employed everywhere. If all of your capital is employed within New York State enter **100**. If less than 100% of your capital is employed in New York State, use Form CT-3/4-I, *Instructions for Forms CT-4, CT-3, and CT-3-ATT*, line 41, to compute your issuer's allocation percentage and enter the amount here. Attach a copy of this computation to your return.

Your issuer's allocation percentage will be used by other corporations in completing their New York State franchise tax returns if those corporations hold:

- corporate debt issued by you that qualifies as investment capital or subsidiary capital in the hands of the corporation, or
- stock issued by you that qualifies as either investment capital or subsidiary capital in the hands of the corporation.

Computation of tax

To avoid an erroneous assessment or a delay of your refund, you must enter an amount in the *Gross payroll everywhere*, *Total receipts everywhere*, and *Average value of gross assets everywhere* boxes provided on Form CT-3-S, lines 22 through 24. If you do not have payroll, receipts, or assets, enter **0** in the appropriate box(es).

Line 22 – Gross payroll everywhere — Include total wages, salaries, and other personal services compensation of all employees, including general executive officers, wherever located. For a short period (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 1120S, lines 7 and 8, including any employment credits deducted on line 8, plus any wages included in the cost of goods sold, Form 1120S, Schedule A, line 3.

Line 23 – Total receipts everywhere — Include the receipts from the sale 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. For a short period, annualize total receipts by dividing by the number of months in the short period and multiplying the result by 12. Include the amount reported on federal Form 1120S, *Income* section, lines 1c and 5, and the amount that you would have reported on federal Form 1120 or 1120-A, *Income* section, lines 6 and 7. **Do not** include any nonbusiness dividends, nonbusiness interest, or business or investment gains or losses.

Line 24 – Average value of gross assets everywhere — The average fair market value of real property and marketable securities, plus all other property at the value shown on your books, in accordance with generally accepted accounting principles (GAAP).

Line 25 – Fixed dollar minimum tax — Determined by your gross payroll, total receipts, and average value of gross assets. See *Fixed dollar minimum tax schedule* on page 5 to determine the applicable fixed dollar minimum tax. The fixed dollar minimum tax may be reduced for short periods. See *Short periods — proration of fixed dollar minimum tax and maintenance fee* on page 5 for the appropriate reduction for short periods.

Line 26 — If you claimed any New York State tax credits during any year prior to becoming a New York S corporation and the property on which you claimed the credit is disposed of or ceases to be in qualified use, you must recapture some or all of the credit. Use the appropriate credit form to compute the recaptured tax credits.

Lines 34 through 40 – Composition of prepayments — If additional space is necessary, enter **see attached** in this section and attach all relevant prepayment information.

Line 39 — Include overpayment credited from prior years. You may also include, from last year's return, any amount of refundable special additional mortgage recording tax credit you chose to be credited as an overpayment.

Line 42 — If you underpaid your estimated tax, use Form CT-222 to compute the penalty. Attach Form CT-222, mark an **X** in the box, and enter the penalty on line 42. If no penalty is due, enter **0** on line 42.

Lines 43 and 44 — If you are not filing this return on time, you must pay interest and additional charges. See *Penalties and interest* on page 3.

Lines 46a through 46d — If you want to contribute to *Return a Gift to Wildlife*, *Breast Cancer Research and Education Fund*, *Prostate Cancer Research, Detection, and Education Fund*, *World Trade Center Memorial Foundation Fund*, or all four, enter the amount(s) on the appropriate line(s). The amount you give must be in whole dollars. Your gift will increase your payment or reduce your overpayment. You cannot change the amount of your gift after you file your return.

Line 46a – Return a Gift to Wildlife — Your contribution will benefit New York's fish, wildlife, and marine resources, and you will receive a free issue of *Conservationist* magazine. For more information about New York State's environmental conservation programs, go to www.dec.state.ny.us. For information about *Conservationist*, go to www.TheConservationist.org.

Line 46b – Breast Cancer Research and Education Fund — Your contributions to the Breast Cancer Research and Education Fund have supported ground-breaking research projects in New York State. More dollars will support more studies that bring us closer to the cures and prevention of breast cancer. Help make breast cancer a disease of the past. Your contribution will be used to fund important biomedical research studies and education projects. New York State will match your contribution to the Breast Cancer Research and Education Fund, dollar for dollar.

Line 46c – Prostate Cancer Research, Detection, and Education Fund — Your contribution will benefit the New York State Coalition to Cure Prostate Cancer. The coalition coordinates and manages prostate cancer research, detection, and education efforts in our state. New York State will match your contribution to the Prostate Cancer Research, Detection, and Education Fund, dollar for dollar.

Line 46d – World Trade Center Memorial Foundation Fund — Your contribution this year to the World Trade Center Memorial Foundation Fund will help build the Memorial and Memorial Museum which will commemorate and honor the thousands of people who died in the attacks of September 11, 2001, and February 26, 1993. The Memorial will recognize the endurance of those who survived, the courage of those who risked their lives to save others, and the compassion of all who supported us in our darkest hours. Help New York State, the nation, and the world remember by making a contribution. For more information, go to www.buildthememorial.org.

Line 49 – Unrequested refunds to be credited forward

If you have overpaid your tax, you will not automatically receive a refund. Instead, we will credit your overpayment to the following tax year unless you indicate a refund on line 51. We will notify you that the overpayment has been credited and explain how to request a refund of the credited amount. If you choose to request a refund of such credited amount, you must claim a refund of such overpayment prior to the original due date of the following year's return.

Lines 50 and 51 — You may apply an overpayment as a credit to your next state franchise tax period or you may have it refunded. Indicate on lines 50 and 51 the amount of overpayment you wish to be credited or refunded.

Line 52 — Enter the amount of refundable special additional mortgage recording tax credit from Form CT-43, *Claim for Special Additional Mortgage Recording Tax Credit*, line 13. Do not include on this line any amount of special additional mortgage recording tax credit shown on Form CT-43, line 9.

Collection of debts from your refund or overpayment — We will keep all or part of your refund or overpayment if you owe a past-due, legally enforceable debt to a New York State agency, or if you owe a New York City tax warrant judgment debt. We may also keep all or part of your refund or overpayment if you owe a past-due legally enforceable debt to another state, provided that state has entered into a reciprocal agreement with New York State. If we keep your refund or overpayment, we will notify you.

A New York State agency includes any state department, board, bureau, division, commission, committee, public authority, public benefit corporation, council, office, or other entity performing a governmental or proprietary function for the state or a social services district. We will refund or apply as an overpayment any amount over your debt.

If you have any questions about whether you owe a past-due, legally enforceable debt to a state agency, or to another state, or whether you owe a New York City tax warrant judgment debt, contact the state agency, the other state, or the New York City Department of Finance.

For New York State tax liabilities only, call 1 800 835-3554 (from areas outside the U.S. and outside Canada, call (518) 485-6800) or write to: NYS Tax Department, Tax Compliance Division, W A Harriman Campus, Albany NY 12227.

For New York City tax liabilities only, call (212) 232-3550.

Line instructions for Form CT-3-S-ATT

Complete Schedule A, Part 1, 2, or 3, as applicable, if you claim a BAP of greater than 0% or less than 100%. If you claim a BAP of 0%, you must enter **0** on Form CT-3-S, line E. If you claim a BAP of 100%, you must enter **100** on Form CT-3-S, line E.

For tax years beginning in 2006, use a 60% (3/5) weighted receipts factor, a 20% (1/5) weighted property factor, and a 20% (1/5) weighted payroll factor. When calculating the BAP, multiply the receipts factor by three and add the result to the property factor and the payroll factor, then divide the sum by five.

For tax years beginning in 2007, use an 80% (8/10) weighted receipts factor, a 10% (1/10) weighted property factor, and a 10% (1/10) weighted payroll factor. When calculating the BAP, multiply the receipts factor by eight and add the result to the property factor and the payroll factor, then divide the sum by ten.

Schedule A, Part 1, Computation of business allocation percentage

The *property factor* is the percentage of the average value of your real and tangible personal property, whether owned or rented, that is located within New York State. The *business receipts factor* is the percentage of your business receipts attributable to New York State. The *payroll factor* is the percentage of your payroll that is attributable to New York State.

Lines 1 through 5 — Enter the New York State amounts in column A and the total amounts everywhere in column B.

You must value real and tangible personal property owned by the corporation at the adjusted basis for federal income tax purposes. However, you may make a one-time, revocable election to value real and tangible personal property at fair market value. You must make this election on or before the due date (or extended due date) for filing the franchise tax return for your first tax year.

Line 1 — Enter the average value of real property you owned. Do not include real property and related equipment (except inventoriable goods) that are under construction and are not occupied or used during construction. Include property or equipment under construction that is partially used in the regular course of business only to the extent used.

Line 2 — Enter the average value of real property rented to you as lessee. The value of rented real property is generally eight times the gross rent payable during the year covered by this return. *Gross rent* includes any amount payable as rent or in lieu of rent (such as taxes or repairs) and amortization of leasehold improvements that revert to the lessor at the end of the lease.

Line 3 — Enter the average value of inventories.

Line 4 — Enter the average value of tangible personal property you owned, such as machinery, tools, and implements. **Do not** include cash, shares of stock, bonds, notes, credits, evidences of an interest in property, or evidences of credit.

Line 5 — Enter the average value of tangible personal property rented to you as lessee. The value of rented tangible personal property is generally eight times the gross rent payable during the year covered by this return.

Lines 8 and 9 — Receipts from the sale of tangible personal property are allocable to New York State if (1) shipments are made to points in New York State, **or** (2) the receipts are earned within New York State.

Receipts from the sale of tangible personal property are allocated to New York State if:

- The property is shipped via common carrier, contract carrier, or via the taxpayer's vehicle or other means of transportation, to a point in New York State. If the property is shipped to a point in New York State, it is presumed that the destination of the property is a point in New York State, unless the taxpayer has evidence that shows the property was shipped to a point outside New York State. It doesn't matter who arranges for the shipment of the property.
- The possession of the property is transferred to a purchaser or purchaser's designee at a point in New York State. If possession of the property is transferred in New York State, it is presumed that the destination of the property is a point in New York State, unless the taxpayer has evidence that shows that the destination of the property is a point outside New York State.
- The possession of the property is transferred to a purchaser or purchaser's designee at a point outside New York State, if the destination of the property is a point in New York State. If possession of the property is transferred outside New York State, it is presumed that the destination of the property is a point outside New York State, unless the taxpayer has evidence that shows the destination of the property is a point in New York State.

Examples of types of evidence sufficient to demonstrate the destination of property include (1) a bill of lading or other shipping document designating the destination location, regardless of the free on board (FOB) point, and (2) a purchase invoice designating the destination location.

The Arts and Cultural Affairs Law

The Arts and Cultural Affairs Law provides that receipts from the sale of works of art, by an art merchant, are receipts from the sale of tangible personal property (rather than receipts for services performed).

This provision applies to works of art that are:

- created by an artist or craftsman; **and**
- consigned by such artist or craftsman to an art merchant; **and**
- sold by the art merchant on and after August 9, 1995.

The provision **does not** apply to consigned works of art sold at a public auction.

Line 10 — Enter receipts for services performed based on where they are performed.

Receipts from broadcasting or publishing — Corporations engaged in broadcasting or the publication of newspapers and periodicals must allocate to New York State receipts from the sale of advertising to the extent that the broadcasts or publications are delivered to the ultimate purchasers, subscribers, listeners, or viewers in New York State.

Receipts for services to regulated investment companies

The receipts received from an investment company for the sale of management, administration, or distribution services must be allocated based on the domicile of the shareholders of the investment company (section 210.3(a)(6)(A)(ii)). For more information, see TSB-M-88(9)C, *Allocation of Receipts from services provided to a Regulated Investment Company (Mutual Fund) and Similar Investment Companies*.

Receipts earned by registered securities and commodities dealers

— The rules below apply for determining whether a receipt is deemed to arise from services performed in New York State by a registered securities or commodities broker or dealer for purposes of computing the receipts factor of the business allocation percentage (section 210.3(a)(9)(A)). A *registered securities or commodities broker or dealer* is a broker or dealer who is registered by the Securities and Exchange Commission or the Commodities Futures Trading Commission and includes over-the-counter (OTC) derivatives dealers as defined under regulations of the SEC (17 CFR 240.3b-12). The terms securities and commodities have the same meanings as the meanings in IRC sections 475(c)(2) and 475(e)(2).

- **Brokerage commissions** — Brokerage commissions earned from the execution of securities or commodities purchase or sales orders for the accounts of customers are deemed to arise from a service performed in New York State if the customer who is responsible for paying the commissions is located in New York State.
- **Margin interest** — Margin interest earned on brokerage accounts is deemed to arise from a service performed in New York State if the customer who is responsible for paying the margin interest is located in New York State.
- **Account maintenance fees** — Account maintenance fees are deemed to arise from a service performed in New York State if the customer who is responsible for paying the account maintenance fees is located in New York State.
- **Income from principal transactions** — Gross income from principal transactions (that is, transactions where the registered broker or dealer is acting as principal for its own account, rather than as an agent for the customer) are deemed to arise from a service performed in New York State if the production credits for these transactions are awarded to a New York State branch, office, or employee of the taxpayer. Registered broker dealers may elect to source the gross income from principal transactions based on the location of the customer to the principal transaction. If the election is made, gross income from principal transactions is deemed to arise from a service performed in New York State to the extent that the gross proceeds from the transactions are generated from sales of securities or commodities to customers within the state based upon the mailing address of those customers in the records of the taxpayer. For additional information, see TSB-M-02(5)C, *Summary of Corporation Tax Changes Enacted in 2002*.

- **Fees from advisory services for the underwriting of securities** — Fees earned from advisory service for a customer in connection with the underwriting of securities (where the customer is the entity contemplating the issuance of the securities or is issuing securities) or for the management of an underwriting of securities are deemed to arise from a service performed in New York State if the customer responsible for paying the fee is located in New York State.
- **Receipts from the primary spread for the underwriting of securities** — Receipts from the primary spread or selling concession from underwritten securities are deemed to arise from a service performed in New York State if production credits are awarded to a branch, office, or employee of the taxpayer in New York State as a result of the sale of underwritten securities.
- **Interest earned on loans to affiliates** — Interest earned on loans and advances made by a taxpayer to an affiliate with whom they are not required or permitted to file a combined return are deemed to arise from a service performed in New York State if the principal place of business of the affiliate who is responsible for the payment of interest is located in New York State.
- **Fees for management or advisory services** — Fees earned from management or advisory services, including fees from advisory services for activities relating to mergers or acquisition activities, are deemed to arise from a service performed in New York State if the customer responsible for paying these fees is located in New York State.

A customer is located in New York State if the mailing address of the customer that appears in the broker's or dealer's records is in New York State.

Receipts for services by air freight forwarders — Receipts for services performed by air freight forwarders acting as principal, and like indirect air carriers, are allocated to New York State as follows:

Receipts from:	Allocate receipts
• Pickup and deliveries both made in New York State.....	100% to New York State
• Pickup only made in New York State	50% to New York State
• Delivery only made in New York State	50% to New York State

Receipts for transporting or transmitting gas through pipes

Receipts from the service of transporting or transmitting gas through pipes are allocated to New York State using the following formula:

$$\begin{array}{l}
 \text{miles of transportation units} \\
 \text{within New York State} \\
 \text{miles of transportation units} \\
 \text{within and outside New York State}
 \end{array}
 \times
 \begin{array}{l}
 \text{Receipts from the} \\
 \text{service of transporting} \\
 \text{or transmitting gas} \\
 \text{through pipes}
 \end{array}
 =
 \begin{array}{l}
 \text{Receipts from the} \\
 \text{service of} \\
 \text{transporting or} \\
 \text{transmitting gas} \\
 \text{through pipes} \\
 \text{allocated to New York State}
 \end{array}$$

A *transportation unit* is the transportation of one cubic foot of gas over a distance of one mile.

Line 11 — Enter receipts from all property that was rented to others. Receipts from rentals of real and tangible personal property situated in New York State are allocated to New York State. Rental receipts include all amounts received for the use of, or occupation of, property, whether or not such property is owned by the taxpayer. Gross receipts from real and tangible personal property that is subleased must be included in the receipts factor.

Line 12 — Enter receipts of royalties. Receipts of royalties from the use in New York State of patents and copyrights are allocated to New York State. Royalties include all amounts received by the taxpayer for the use of patents or copyrights, whether or not such patents or copyrights were issued to or are owned by the taxpayer. A patent or copyright is used in New York State to the extent that the activities thereunder are carried on in New York State.

Line 13 — Enter all other business receipts, allocated where earned.

Line 16 — For tax years beginning in 2006, multiply line 15 by three and enter the weighted business receipts factor on this line. However, air freight forwarders acting as principal and like indirect air carriers and qualified foreign air carriers enter the line 15 percentage.

For tax years beginning in 2007, multiply line 15 by eight and enter the weighted business receipts factor on this line. However, air freight forwarders acting as principal and like indirect air carriers and qualified foreign air carriers enter the line 15 percentage.

Line 17 — Enter the total amount of all wages and compensation of employees other than general executive officers.

General executive officers include the chairman, president, vice president, secretary, assistant secretary, treasurer, assistant treasurer, comptroller, and any other officer charged with the general executive affairs of the corporation. An executive officer whose duties are restricted to territory either inside or outside New York State is not a general executive officer. Employees within New York State include all employees regularly connected with or working out of an office or other place of business you maintained within New York State, no matter where the services of the employees were performed.

Line 20 — For tax years beginning in 2006, divide line 19 by five. If either the property or payroll factor is missing, multiply the receipts factor by three and add the result to the property or payroll factor, whichever is not missing, and divide the sum by four. If the receipts factor is missing, add the property or payroll factors and divide the sum by two. This is your allocation percentage. Enter this amount on Form CT-3-S, line E.

For tax years beginning in 2007, divide line 19 by ten. If either the payroll or property factor is missing, multiply the receipts factor by eight and add the result to the property or payroll factor, whichever is not missing, and divide the sum by nine. If the receipts factor is missing, add the property or payroll factors and divide the sum by two. This is your allocation percentage. Enter this amount on Form CT-3-S, line E.

A factor is not missing merely because its numerator is zero, but a factor is missing if both the numerator and denominator are zero.

For more information, see TSB-M-05(3)C, *Summary of Corporation Tax Changes Enacted in 2005*.

Schedule A, Part 2 — Computation of business allocation percentage for aviation corporations

Business allocation percentage for aviation corporations — Only 60% of the New York revenue (revenue aircraft arrivals and departures, revenue tons handled, and originating revenue) will be included in the numerator of each of the three allocations factors on lines 23, 27, and 31 when calculating the business allocation for aviation corporations (section 210.3(a)(7)(A)).

Line 21 – Aircraft arrivals and departures — Enter the number of landings and takeoffs of an aircraft of an aviation corporation and the number of pickups and deliveries by the aircraft. Do not include arrivals and departures for maintenance, repair, refueling (if no debarkation or embarkation of traffic occurs), training, emergencies, and nonrevenue flights.

Line 25 – Revenue tons handled — Enter the weight, in tons, of revenue passengers (at 200 pounds per passenger) and revenue cargo first received as originating or connecting traffic, or finally discharged at an airport.

Line 29 – Originating revenue — Enter revenue from the transportation of revenue passengers and revenue property first received as originating or connecting traffic.

Schedule A, Part 3 — Computation of business allocation percentage for trucking and railroad corporations

Trucking and railroad corporations that have not made an election to remain taxable under Article 9 are taxable under Article 9-A.

Use Schedule A, Part 3, to compute the BAP. The BAP is computed on the basis of mileage and is used to allocate business income when determining the ENI base.

The *mileage allocation* is a percentage based on the number of revenue miles traveled within New York State, compared to the total revenue miles traveled everywhere (exclude nonrevenue miles, such as deadheading miles).

Line 35 — Enter in column A the number of revenue miles within New York State. Enter in column B the number of revenue miles everywhere.

Schedule B — Computation of investment allocation percentage

Complete Schedule B if you claim an investment allocation percentage of greater than 0% or less than 100%. If you claim an investment allocation percentage of 0%, you must enter **0** on Form CT-3-S, line F. If you claim an investment allocation percentage of 100%, you must enter **100** on Form CT-3-S, line F. If additional space is required, attach separate sheets displaying the information as formatted in Sections 1 and 2.

The term *investment capital* means the value of the taxpayer's investments in stocks, bonds, and other corporate or government securities, reduced by directly and indirectly attributable liabilities.

Do not include stocks, bonds, and other securities issued by, and any indebtedness from, a QSSS in the computation of investment capital if the QSSS is included in the parent's return (see page 2).

The term *instrument* includes stock and debt held in book entry form.

Include in investment capital only those stocks, bonds, or other securities that are:

1. Stocks and similar corporate equity instruments (such as business trust certificates, and units in a publicly traded partnership taxable as a corporation pursuant to Tax Law section 208.1).
2. Debt instruments (such as bonds) issued by the United States, the District of Columbia, and any state, territory, or possession of the United States, any foreign country, or any political subdivision or governmental instrumentality of the foregoing.
3. Qualifying corporate debt instruments (see *Section 1* below).
4. Options on any item described in 1, 2, or 3 above and not excluded from investment capital nor deemed to be cash (see *Instruments deemed cash* on page 10), or on a stock or bond index, or on a futures contract on such an index, unless the options are purchased primarily to diminish the taxpayer's risk of loss from holding one or more positions in assets that constitute business or subsidiary capital.
5. Stock rights and stock warrants not in the possession of the issuer.
6. Investments in stocks, bonds, and other securities of an LLC that is not 50% or more owned by the taxpayer and has elected to be treated as a corporation for federal tax purposes.

Investment capital **does not** include:

- Stock issued by the taxpayer.
- Stocks, bonds, or other securities constituting subsidiary capital (see Tax Law section 208.4). Debt instruments issued by a subsidiary are not subsidiary capital if the subsidiary claimed and deducted interest on the instruments under Tax Law Article 9-A, 32, or 33.
- Securities of an individual, partnership, trust, or other nongovernmental entity that is not a corporation pursuant to Tax Law section 208.1 (such as FNMA and GNMA pass-through certificates).
- Stocks, bonds, and other securities of a DISC, or any indebtedness from a DISC.
- Regular and residual interests in a real estate mortgage investment conduit (REMIC) as defined in IRC section 860D.
- Futures and forward contracts.
- Stocks, bonds, and other securities held by the taxpayer for sale to customers in the regular course of business.

Section 1 — Corporate and governmental debt instruments

Column A — List investments in governmental and qualifying corporate debt instruments (including certificates of deposit), debt instruments issued by the U.S., any state, territory, or possession of the U.S., the District of Columbia, or any foreign country or any political subdivision or government instrumentality of any of the foregoing. **Do not** include instruments deemed to be cash. See *Instruments deemed cash* on page 10.

The term *qualifying corporate debt instrument* means all debt instruments issued by a corporation **other than** the following:

- Instruments issued by the taxpayer or a DISC.
- Instruments that constitute subsidiary capital in the hands of the taxpayer.
- Instruments acquired by the taxpayer for services rendered or for the sale, rental, or other transfer of property, if the obligor is the recipient of the services or property. However, when a taxpayer sells or otherwise transfers property that is investment capital in the taxpayer's hands and receives in return a corporate obligation issued by the recipient of the property, the corporate obligation, if it is not otherwise excluded from investment capital, would constitute investment capital in the hands of the taxpayer.
- Instruments acquired for funds if (1) the obligor is the recipient of the funds, (2) the taxpayer is principally engaged in the business of lending funds, and (3) the obligation is acquired in the regular course of the taxpayer's business of lending funds. A taxpayer is principally engaged in the business of lending funds if, during the tax year, more than 50% of its gross receipts consist of interest income from loans or net gain from the sale or redemption of notes or other evidences of indebtedness arising from loans made by the taxpayer. Receipts do not include return of principal or nonrecurring, extraordinary items.
- Accepted drafts (such as banker's acceptances and trade acceptances) if the taxpayer is the drawer of the draft.
- Instruments issued by a corporation that is a member of an affiliated group that includes the taxpayer. An *affiliated group* is a corporation or corporations and the common parent thereof.

A *common parent* means an individual, corporation, partnership, trust, or estate that owns or controls, either directly or indirectly, at least 80% of the voting stock of the corporation or corporations. An affiliated group also includes all other corporations with at least 80% of the voting stock owned or controlled, either directly or indirectly, by one or more of the corporations included in the affiliated group or by the common parent and one or more of the corporations included in the affiliated group.

- Accounts receivable, including those held by a factor.

Instruments deemed cash — A debt instrument described above or included in investment capital must be treated as cash if it is payable:

- on demand;
- by its terms within six months and one day from the date the debt was incurred; or
- by its terms more than six months and one day from the date the debt was incurred, on each day in the tax year on and after the first day in the tax year that is not more than six months and one day prior to the maturity date (see *Examples* below).

Cash, under some circumstances, may be treated as investment capital. See the instructions for line 39 on page 11.

Examples:

1. A calendar-year taxpayer owns a municipal bond with a maturity date of January 1, 2007. As of July 30, 2006, the first day not more than six months and one day before the maturity date, and on each day thereafter, the bond is deemed to be cash. The bond should be included in Section 1, but in computing the average value of the bond and attributable liabilities, the taxpayer should be treated as no longer owning the bond on any date on or after July 30, 2006. The value of the bond should then be treated as cash for each day the taxpayer continues to own the bond after July 29, 2006.
2. A taxpayer purchased a four-month qualifying corporate debt instrument on the day it was issued, and on the maturity date, renewed it for an additional four-month term. The two four-month debt instruments are deemed to be cash. The renewal of the first four-month debt instrument is treated as the creation of a second, separate debt instrument, each of the two instruments being due within six months and one day of the date on which the debt was incurred.
3. A calendar-year taxpayer owns a five-year qualifying marketable corporate bond with a maturity date of January 1, 2007. The taxpayer also owns corporate stock, but has no cash at any point during the 2006 tax year. The bond is deemed to be cash as of July 1, 2006, the date six months and one day prior to maturity. The fair market value of the bond is \$95,000 on March 31, 2006, \$90,000 on June 30, 2006, \$98,000 on September 30, 2006, and \$100,000 on December 31, 2006. The bond should be listed in Section 1, column A, because it qualifies as investment capital. Its average value, to be stated in Section 1, column C, is

computed as $(\$95,000 + \$90,000 + 0 + 0)/4 = \$46,250$. The use of the zeros represents the fact that the taxpayer is deemed to own cash, and not a bond, on September 30 and December 31. The average value of the bond insofar as it is deemed to be cash is computed as $(0 + 0 + \$98,000 + \$100,000)/4 = \$49,500$. The use of the zeros represents the fact that the taxpayer owned no cash on March 31 or June 30. The figures \$98,000 and \$100,000 represent the fact that the taxpayer is deemed to own cash in these amounts on September 30 and December 31, respectively. The taxpayer had liabilities attributable to the bond. The amount of the liabilities should be treated in conformity with the above treatment of the value of the bond itself. Thus, the liabilities, that were in the amount of \$10,000, \$12,000, \$8,000, and \$6,000 on the four test dates yield an average liability of \$5,500 attributable to the listed bond $[(\$10,000 + \$12,000 + 0 + 0)/4 = \$5,500]$, to be entered in column D of Section 1, and an average liability of \$3,500 $[(0 + 0 + \$8,000 + \$6,000)/4 = \$3,500]$ to be applied to determine the net average value of the taxpayer's cash. If the taxpayer elects to treat the deemed cash as investment capital, it would include \$49,500 on line 39, column C, and \$3,500 on line 39, column D. If the cash election is not made, the \$49,500, reduced by \$3,500, would constitute business capital.

4. A taxpayer purchased a debt instrument includable in Section 1 with a maturity date of December 15, 2006. Any such investment will be deemed cash on the same numerical date as the maturity date, less one day, six months prior. Thus, the date on which this debt instrument becomes cash is June 14, 2006.

Section 2 — Corporate stock, stock rights, stock warrants, and stock options

Column A — List investments in the following:

- Stock issued by a corporation.
- Options as described in item 4 of the definition of investment capital on page 9.
- Units in a publicly traded partnership treated as a corporation for purposes of Tax Law Article 9-A.
- Business trust certificates.
- Stock rights and stock warrants not in the possession of the issuer.
- Other corporate equity instruments similar to stock.

Sections 1 and 2 — Columns C through G

Column C — Enter the total average fair market value of each item listed in column A. On any date, the fair market value of stocks, bonds, and other regularly traded securities is the mean between the highest and lowest selling prices. The average value is generally computed quarterly if your usual accounting practice permits it, but you may use a monthly, weekly, or daily average. If your usual accounting practice does not permit a quarterly or more frequent computation of average fair market value, you may use a semiannual or annual computation if no distortion of average fair market value results. If the security is not marketable, value it using GAAP.

When a debt instrument ceases to be treated as investment capital in Section 1 and is treated as cash because of the six-month-and-one-day rule, compute the column C average value of the debt instrument and the column C average value of cash as shown in example 3 above.

Column D — Deduct all liabilities, both long-term and short-term, directly or indirectly attributable to investment capital. Use the same method of averaging used to determine the average value of assets in column C. Enter, for each item of investment capital listed in column A, the sum of the liabilities directly or indirectly attributable to it. Liabilities directly attributable to an asset are those that were incurred to acquire that asset. When a debt instrument ceases to be treated as investment capital in Section 1 and is treated as cash because of the six-month-and-one-day rule, compute the column D liabilities of the debt instrument and the column D liabilities of cash as shown in example 3 above.

Use the *Column D Worksheet* on page 11 to determine the amount of liabilities indirectly attributable to a particular asset.

In column D, on the line for the asset in question, include the sum of the amount from line O of this worksheet and the amount of liabilities directly attributable to that asset.

Column D Worksheet

A. Total liabilities (use the same method of averaging that you used to determine average value of gross assets on Form CT-3-S, line 24)	A. _____
Liabilities directly attributable to:	
B. Subsidiary capital	B. _____
C. Investment capital.....	C. _____
D. Business capital	D. _____
E. Total liabilities directly attributable (add lines B, C, and D)	E. _____
F. Total liabilities indirectly attributable (subtract line E from line A)	F. _____
G. Average value of investment capital (enter amount from Form CT-3-S-ATT, Schedule B, line 40, column C)	G. _____
H. Average value of adjusted total assets (enter amount from Form CT-3-S, line 24)	H. _____
I. Divide line G by line H.....	I. _____ %
J. Multiply line F by line I.....	J. _____
K. Value of the particular asset shown in Schedule D, Part I, column C	K. _____
L. Enter amount from line G	L. _____
M. Divide line K by line L.....	M. _____ %
N. Enter amount from line J	N. _____
O. Liabilities indirectly attributable to a particular asset (multiply line M by line N)	O. _____

Column E — Determine the net average value of each item listed in column A by subtracting column D from column C. If the net average value of any item is less than zero, enter 0.

Column F — Enter the issuer's allocation percentage for each investment listed in column A. The issuer's allocation percentage is used to compute the amount of investment capital allocated to New York State. The issuer's allocation percentage is obtained from the New York State corporation franchise tax return filed by the corporation that issued the stock, bond, or other security and represents that corporation's amount of capital employed in New York State as compared to total capital employed everywhere.

If the corporation that issued the stock, bond, or other security is not required to file a New York State corporation franchise tax return, its issuer's allocation percentage is zero.

The issuer's allocation percentage is zero for all governmental securities.

Always enter the issuer's allocation percentage from the first year preceding the current tax year. For example, if the New York S corporation is computing Schedule B for 2006, enter the issuer's allocation percentage obtained from the issuer's 2005 tax return.

Issuer's allocation percentages are available on the Tax Department's Web site or by telephone. You may obtain up to three issuer's allocation percentages by calling us. To obtain more than three, you must access our Web site (see the *Need help?* section on page 12). Issuer's allocation percentages are also available from many online and printed tax services.

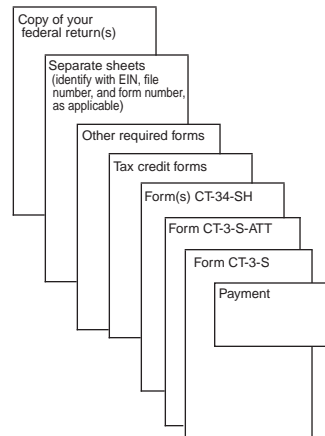
Line 39 – Cash election — At the election of the taxpayer, cash on hand and cash on deposit may be treated as either investment capital or business capital. However, no election to treat cash as investment capital may be made when the taxpayer has no other investment capital.

Cash includes shares in a money market mutual fund. A *money market mutual fund* is a no-load, open-end investment company registered under the Federal Investment Company Act of 1940 that attempts to maintain a constant net asset value per share (that is, a *money market fund*). *Cash* also includes debt instruments deemed cash. See *Instruments deemed cash* on page 10.

Cash cannot be split between business capital and investment capital. It must be treated as all business capital or all investment capital.

When preparing and mailing your New York S Corporation Franchise Tax Return, please be sure to:

- Read the instructions.
- Use the correct forms and include all pages.
- Include your employer identification number (EIN) and file number on each form filed.
- Mark the line D box with an **X** only if you need forms mailed to you.
- Have the appropriate individuals sign the completed return.
- Make your check or money order payable to: **New York State Corporation Tax.**
- If completed, attach Form CT-3-S-ATT and all other schedules you are required to file.
- Attach Form(s) CT-34-SH and the appropriate tax credit forms.
- Attach a complete copy of your federal return(s) to Form CT-3-S.
- Assemble your return and attachments this way:



For mailing address information, see *Where to file* on page 3.

Important identifying information

To assist in processing your corporation tax forms, please be sure to accurately complete the corporation's identifying information including your current address.

Keep a record of your identifying information for future use.

If you use a paid preparer or accounting firm, make sure they use your complete and accurate information when completing all forms prepared for you.

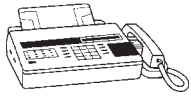
Name, address, and business information – If your address has changed, enter your new address in the appropriate area and mark an **X** in the box below the address so that we can update your address for this tax type. Do not mark this box for any change of business information other than for your address.

You must report any changes in your business name, ID number, mailing address, physical address, telephone number, or owner/officer information on Form DTF-95, *Business Tax Account Update*. If only your address has changed, you may use Form DTF-96, *Report of Address Change for Business Tax Accounts*, to correct your address for this and all other tax types. You can get these forms from our Web site, by fax, or by phone. See *Need help?* on page 12.

Need help?



Internet access: www.nystax.gov
(for information, forms, and publications)



Fax-on-demand forms: Forms are available 24 hours a day, 7 days a week. 1 800 748-3676



Telephone assistance is available from 8:00 A.M. to 5:00 P.M. (eastern time), Monday through Friday.
To order forms and publications: 1 800 462-8100
Corporation Tax Information Center: 1 888 698-2908
From areas outside the U.S. and outside Canada: (518) 485-6800



Hotline for the hearing and speech impaired:
If you have access to a telecommunications device for the deaf (TDD), contact us at 1 800 634-2110. If you do not own a TDD, check with independent living centers or community action programs to find out where machines are available for public use.



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, please call 1 800 972-1233.

Your rights under the Tax Law

The Taxpayer Bill of Rights requires, in part, that the Tax Department advise you, in writing, of your rights and obligations during an audit, when you appeal a departmental decision, and when your appeal rights have been exhausted and you need to understand enforcement capabilities available to the department to obtain payment. For a complete copy of the information contained in all of these statements, you may request Publication 131, *Your Rights and Obligations Under the Tax Law*, by calling (see *Need help?* above).

Privacy notification

The Commissioner of Taxation and Finance may collect and maintain personal information pursuant to the New York State Tax Law, including but not limited to, sections 5-a, 171, 171-a, 287, 308, 429, 475, 505, 697, 1096, 1142, and 1415 of that Law; and may require disclosure of social security numbers pursuant to 42 USC 405(c)(2)(C)(i).

This information will be used to determine and administer tax liabilities and, when authorized by law, for certain tax offset and exchange of tax information programs as well as for any other lawful purpose.

Information concerning quarterly wages paid to employees is provided to certain state agencies for purposes of fraud prevention, support enforcement, evaluation of the effectiveness of certain employment and training programs and other purposes authorized by law.

Failure to provide the required information may subject you to civil or criminal penalties, or both, under the Tax Law.

This information is maintained by the Director of Records Management and Data Entry, NYS Tax Department, W A Harriman Campus, Albany NY 12227; telephone 1 800 225-5829. From areas outside the United States and outside Canada, call (518) 485-6800.