



Instructions for Form IT-201-X Amended Resident Income Tax Return

New York State • New York City • Yonkers

IT-201-X-1

Important information

You must attach a copy of every attachment (including Form IT-2 and any New York State credit claim form) that was submitted with your original return to your amended Form IT-201-X, even if it has not changed as a result of amending your return. **If you don't attach all necessary forms, we'll send your amended Form IT-201-X back to you. You'll have to refile, and this will delay the processing of your return.**

Follow these steps to complete your amended Form IT-201-X:

- Complete your Form IT-201-X as if you are filing your return for the first time.
- Carefully review and follow the instructions below. You must enter the same amount of sales and use tax and voluntary contributions from your original return; you cannot change these amounts.
- Do not attach a copy of your original Form IT-150, IT-201, or IT-203 to your amended Form IT-201-X.
- Attach to your amended Form IT-201-X any:
 - **amended** credit claim form or other **amended** form (do not attach the original version);
 - **new** credit claim form or any other form that you are filing for the first time with your amended Form IT-201-X; and
 - **original** credit claim form, Form IT-2 (or related withholding form), or other form that you attached to your original return and are **not** amending.

General information

If you realize you have made an error after filing your 2008 New York State income tax return, or if the Internal Revenue Service (IRS) makes changes to your federal return, you must file an amended New York State return to correct the error or report the changes. See the combined instructions for 2008 Form IT-150 and Form IT-201 to determine which amended return to file (Form IT-150-X, IT-201-X, or IT-203-X).



Do not file an amended return on Form IT-201-X to report a net operating loss carryback, to protest a paid assessment that was based on a statement of audit changes, or to file a protective claim; use Form IT-113-X, *Claim for Credit or Refund of Personal Income Tax*. However, if you are reporting any of the above **and some other change to your state return**, you must file Form IT-201-X or the appropriate amended return, showing all changes; do not use Form IT-113-X in this case. If you receive an assessment from the Tax Department, do not file an amended return strictly to protest the assessment. Follow the instructions you receive with the assessment.

To file an amended return, **complete all five pages of Form IT-201-X**, using your original Form IT-201 as a guide, and make any necessary changes to income, deductions, and credits. Use the instructions for 2008 Form IT-201 and the specific instructions below to complete Form IT-201-X.

Generally, Form IT-201-X must be filed within three years of the date the original return was filed or within two years of the date the tax was paid, whichever is later. (A return filed early is considered filed on the due date.) Do not file Form IT-201-X unless you have already filed your original return.

If you file an amended federal return to make changes to your federal income, tax preference items, total taxable

amount, capital gain or ordinary income portion of a lump-sum distribution, the amount of your earned income credit or credit for child and dependent care expenses, or the amount of your foreign tax credit affecting the computation of the resident credit for taxes paid to a province of Canada, you must also file an amended New York State return within 90 days of the date you amend your federal return. If the IRS changes any of these items, report these changes to the New York State Tax Department on an amended return within 90 days of the IRS final determination. If you do not agree with the IRS determination, you must still file an amended state return indicating your disagreement. To report changes for a tax year prior to 1988, use Form IT-115, *Report of Federal Changes*.

Specific instructions

Use the 2008 Form IT-201 instructions when completing Form IT-201-X, **along with the following specific line instructions**. If you are amending any credit claim form or other form, or are using any credit claim form or other form for the first time, write **Amended** across the top of that form and attach it to your amended return. Any other credit claim form or other form that you submitted with your original return must also be attached to your amended return.

Item (D) – Amended federal return

You must mark an **X** in the Yes or No box.

Item (G) – Special condition code

If you entered a special condition code(s) on your original return, enter the same code(s). In addition, enter code **C7** if you now qualify for an extension of time to file and pay your tax due under the combat zone or contingency operation relief provisions. See Publication 361, *New York State Income Tax Information for Military Personnel and Veterans*.

Line 59 – Sales or use tax

Enter the amount of New York State and local sales or use tax you reported on your original Form IT-201, line 59. **You cannot change the amount of sales or use tax you owe using Form IT-201-X**. If you need to increase the amount of sales or use tax paid with your original return, you must file Form ST-140, *Individual Purchaser's Annual Report of Sales and Use Tax*. If you are entitled to a refund of any amount you originally paid, you must file Form AU-11, *Application for Credit or Refund of Sales or Use Tax*.

Line 60 – Voluntary contributions

Enter the amount of each voluntary contribution you reported on your original Form IT-201, lines 60a through 60g, and the total as reported on line 60. If the voluntary contributions you reported on your original Form IT-201 were previously adjusted by the Tax Department, enter the adjusted amounts on the appropriate lines. **You cannot change the amount of your contributions as reported (or adjusted) on your original return.**

Line 76 – Amount paid with original return, plus additional tax paid after your original return was filed

From your original Form IT-201, line 80. If you paid additional amounts since your original return was filed, also include these payments on line 76. If you did not pay the entire balance due shown on your original return, enter the actual amount that was paid. **Do not include payments of interest or penalties.**

Line 78 — Overpayment, if any, as shown on original return

From your original Form IT-201, line 77. If the overpayment claimed on your original return was previously adjusted by the Tax Department, enter the adjusted overpayment on this line. **Do not include interest you received on any refund.**

Line 78a — Amount from original return

If you filed Form IT-150, enter the amount from Form IT-150, line 53; if you filed Form IT-203, enter the amount from Form IT-203, line 69.

Line 80 — Refund

The Tax Department will not refund an amount of one dollar or less unless you attach to your amended return a signed statement asking for it.

Line 81 — Amount you owe

If you owe more than one dollar, include full payment with your return. (You do not have to pay one dollar or less.) Make your check or money order payable to **NY State Income Tax**, and write your social security number and **2008 Income Tax** on it.

Interest — If a balance due is shown on your amended return, do not include the interest amount on line 81. Compute the interest by accessing our Web site at www.nystax.gov and clicking on *Online Tax Center*, or call toll free (1 800 225-5829), and we will compute the interest for you. Include with your payment any interest computed.

Line 83 — Reason(s) for amending your return

Mark the box(es) that apply. If you marked the *Other* box, include an explanation of the change on the explanation line at line 83k; for example, you are changing your New York State dependent exemption amount. If you need additional room, attach a separate sheet with your explanation. If you marked a box at line 83l, give the partnership or S corporation's name, identifying number, principal business activity, and address.

Lines 84 through 91

If you marked an **X** in box 83a and are reporting changes made by the IRS, complete lines 84 through 91 by entering the information requested as it appears on your final federal report of examination changes. Use a minus sign to show any decreases.

Important: Fully explain the changes you are making on Form IT-201-X. Attach any schedules or forms that apply, along with any available federal documentation. Documentation may include, but is not limited to, copies of: your federal Form 1040X; federal acceptance of your amended federal return (include copies of the refund check, if applicable); amended federal Schedule B, Schedule C, or Schedule D; revised federal Schedule K-1; and itemized deduction receipts. Failure to include this information when filing Form IT-201-X may delay the processing of your return or the issuance of your refund.

Third-party designee

Your authorization will end automatically one year from the date you file this amended return. For more information, see the Form IT-201 instructions.

Where to file

Mail your completed amended return and any attachments to:

**STATE PROCESSING CENTER
PO BOX 61000
ALBANY NY 12261-0001**

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?* below 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, 101 Enterprise Drive, Kingston NY 12401.

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.

Need help?



Internet access: www.nystax.gov
Access our Answer Center for answers to frequently asked questions; check your refund status; check your estimated tax account; download forms, publications; get tax updates and other information.



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

Refund status: 1 800 443-3200

Personal Income Tax Information Center: 1 800 225-5829

From areas outside the U.S. and outside Canada: (518) 485-6800

Text Telephone (TTY) Hotline (for persons with hearing and speech disabilities using a TTY): 1 800 634-2110