



Department of Taxation and Finance

Claim for Security Officer Training Tax Credit

IT-631

Tax Law – Sections 26 and 606(ii)

File this form with your personal income tax return, Form IT-201, IT-203, IT-204, or IT-205.

Name(s) as shown on return	Taxpayer identification number
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Part 1 – Computation of credit

A Enter the calendar year shown on the certificate of tax credit from the New York State Division of Homeland Security and Emergency Services (DHSES) **A.**

1 Security officer training tax credit (submit a copy of the certificate of tax credit from the New York State DHSES; see instructions)	1	.00
2 Partner, shareholder, beneficiary share of credit (from Part 2, line 7)	2	.00
3 Add lines 1 and 2 (fiduciaries: see instructions)	3	.00
4 Fiduciary: Enter the share of credit allocated to beneficiaries from Part 3, column C	4	.00
5 Total security officer training tax credit (subtract line 4 from line 3; see instructions)	5	.00

Part 2 – Partnership, New York S corporation, and estate and trust information (see instructions)

For Type, enter **P** for partnership, **S** for S corporation, or **ET** for estate or trust (use additional Form(s) IT-631 if necessary).

A Name of entity	B Type	C Employer identification number	D Share of credit
			.00
			.00
			.00
6 Total column D amounts from additional Form(s) IT-631, if any (see instructions)	6		.00
7 Total credit (add column D amounts, including any amount from line 6; enter here and on line 2 above)	7		.00

Part 3 – Beneficiary's and fiduciary's share of security officer training tax credit (see instructions)

A Beneficiary's name (same as on Form IT-205, Schedule C)	B Identifying number	C Share of credit
Total		.00
		.00
		.00
Fiduciary		.00

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Instructions

General information

What is the security officer training tax credit?

For tax years beginning on or after January 1, 2005, Tax Law sections 26 and 606(ii) provide for a security officer training tax credit for qualified building owners employing qualified security officers. The security officer training tax credit is available to taxpayers subject to tax under Article 22 (personal income tax); Article 9 (corporation tax); Article 9-A (franchise tax on business corporations); or Article 33 (franchise taxes on insurance corporations). Taxpayers subject to tax under Article 22 should complete Form IT-631. Taxpayers subject to tax under Article 9, 9-A, or 33 should complete Form CT-631, *Claim for Security Officer Training Tax Credit*.

The credit amount equals \$3,000 multiplied by the sum of the number of qualified security officers providing protection for a building or buildings owned by a taxpayer. In the case of a qualified security officer not employed for a full year, the amount of the credit is prorated to reflect the length of employment. If the credit exceeds the tax for that tax year, the excess credit is treated as an overpayment to be credited or refunded without interest.

The amount of credit allowed for the current tax year is allocated by the New York State Division of Homeland Security and Emergency Services (DHSES). For rules and regulations regarding the credit, access the New York State DHSES website at www.dhSES.ny.gov.

Do I qualify for this credit?

You may be eligible to claim the security officer training tax credit on Form IT-631 if you have received a certificate of tax credit from the New York State DHSES, are subject to tax under Article 22, and are classified as one of the following taxpayers:

- individual (including sole proprietor),
- fiduciary of an estate or trust,
- partner in a partnership (including member of a limited liability company (LLC) if the LLC is treated as a partnership for federal tax purposes),
- shareholder of a New York S corporation, **or**
- beneficiary.

Specific instructions

See the instructions for your tax return for the *Privacy notification* or if you need help contacting the Tax Department.

Individual (including sole proprietor) and partnership:

Complete Part 1, line A, and lines 1 through 5.

A married couple in a business enterprise that made an IRC 761(f) election to file two federal Schedule C forms instead of a partnership return:

If you file jointly, compute your credit amount as if you were filing one federal Schedule C for the business. Complete Part 1, line A, and lines 1 through 5.

Partner in a partnership, shareholder of a New York S corporation, and beneficiary of an estate or trust:

Complete Part 1, lines 2 through 5, and Part 2.

Fiduciary: Complete Part 1, line A, and lines 1 through 5, and Part 3. If you are an estate or trust that divides the credit among itself and its beneficiaries, submit all Forms IT-631 with Form IT-205, *Fiduciary Income Tax Return*, showing each beneficiary's share of credit.

Note: If more than one of the above applies to you, complete all appropriate parts on one Form IT-631.

Part 1 – Computation of credit

Line 1 – Enter the amount shown on your certificate of tax credit issued by the New York State DHSES. Complete a separate Form IT-631 for each certificate, and submit a copy of the certificate with the form. Add the line 5 amounts from **all** Forms IT-631, and enter the total on your return as instructed at line 5.

Line 3

Fiduciaries: Enter the line 3 amount on the *Total* line of Part 3, column C; then complete Part 3 before completing lines 4 and 5.

Line 5

Partnerships: Enter the line 5 amount and code **631** on Form IT-204, line 147.

All others: Enter the amount from line 5 and code **631** on Form IT-201-ATT, line 12, or Form IT-203-ATT, line 12, or include it on Form IT-205, line 33.

Part 2 – Partnership, New York S corporation, and estate and trust information

Enter the appropriate information for each partnership, S corporation, or estate or trust from which you received a share of the security officer training tax credit.

Line 6 – If you need more space, enter your name and taxpayer identification number, and complete only Part 2 on additional Forms IT-631. Place the extra forms behind the first Form IT-631. Include on line 6 of the first Form IT-631 the total of column D from all additional Forms IT-631.

Part 3 – Beneficiary's and fiduciary's share of security officer training tax credit

If an estate or trust allocates or assigns the credit to its beneficiaries, base the division on each beneficiary's proportionate share of the income of the estate or trust.

Enter the line 3 amount on the *Total* line, column C. Provide your beneficiaries with their proportionate amount of the credit.

