



Instructions for Form IT-607

Claim for Excelsior Jobs Program Tax Credit

General information

The Tax Law provides a credit to taxpayers who are participants in the Excelsior Jobs Program. Individuals (including sole proprietors), estate and trusts, shareholders of an S corporation, partners in a partnership (including a member of a limited liability company (LLC) that is treated as a partnership for federal tax purposes), and beneficiaries of an estate or trust may claim the credit.

A business enterprise must submit a completed application to Empire State Development (ESD). If ESD determines that a business entity will be a participant in the program, it will issue the entity a certificate of eligibility, a preliminary schedule of benefits, and a certificate of tax credit for one tax year. To receive a certificate of tax credit for subsequent tax years, the participant must demonstrate to ESD that the entity continues to satisfy the eligibility criteria. For more information about the Excelsior Jobs Program application and approval process, visit ESDs website at www.esd.ny.gov.

A taxpayer that has been issued a certificate of tax credit by ESD will be allowed to claim the excelsior jobs program tax credit. The certificate of tax credit will indicate the amount of each credit component that may be claimed for the tax year. A taxpayer will be allowed to claim only the amount listed on the certificate of tax credit for that tax year. A copy of the certificate of tax credit must be submitted with the taxpayer's return.

A business accepted into the Excelsior Jobs Program must agree to be permanently disqualified for empire zone (EZ) benefits at any location that qualifies for Excelsior Jobs Program benefits.

Note: If you are not eligible, or choose not to participate in the Excelsior Jobs Program, you may be eligible to participate in the Life Sciences Research and Development Tax Credit Program. For more information about the life sciences research and development tax credit, visit ESDs website at www.esd.ny.gov.

Eligibility

To be a participant in the Excelsior Jobs Program a business entity must operate predominantly in New York State in certain industries. It must also be a regionally significant project or create a minimum number of net new jobs. For more information about the eligible business types and the net new job requirements, visit ESDs website at www.esd.ny.gov.

The following are not eligible to claim the credit:

- a not-for-profit entity;
- a business entity whose primary function is the provision of services, including personal services, business services, or the provision of utilities;
- a business entity engaged predominantly in the retail or entertainment industry, other than a business operating as an entertainment company as defined in Economic Development Law section 352.7 or a business entity engaged in music production; **or**
- a company engaged in the generation or distribution of electricity, the distribution of natural gas, or the production of steam associated with the generation of electricity.

A taxpayer may claim the credit for 10 consecutive tax years commencing with the first tax year for which the taxpayer receives a certificate of tax credit or the first tax year listed on its preliminary schedule of benefits, whichever is later. If a participant fails to satisfy the eligibility criteria in any one year, it will lose the ability to claim the tax credit for that year. Such failure does not extend the original 10-year eligibility period.

Credit details

The credit is equal to the sum of the following five credit components:

- the excelsior jobs tax credit component;
- the excelsior investment tax credit component;
- the excelsior research and development tax credit component;
- the excelsior real property tax credit component; **and**
- the excelsior child care services tax credit component.

See the instructions for Schedule A, Parts 1 through 5, for more information on these components.

No cost or expense paid or incurred can be the basis for more than one component of this credit or any other credit, with one exception: a participant may claim both the excelsior investment tax credit component and the investment tax credit (Tax Law section 606(a)) for research and development property.

Any unused amount of credit for the current tax year will be treated as a refund or overpayment of tax to be credited to next year's tax. Interest will not be paid on the refund or overpayment.

If a certificate of eligibility or a certificate of tax credit is revoked because you do not meet the eligibility requirements, you must recapture the amount of credit previously claimed prior to that revocation. The amount of credit to be recaptured must be added back to tax for the tax year in which the revocation becomes final.

Who must file

File Form IT-607 if you are an individual, a beneficiary or fiduciary of an estate or trust, a partner in a partnership, or a shareholder of an S corporation, and:

- you are claiming the credit, **or**
- you are required to recapture any previous excelsior jobs program tax credit due to a certificate of eligibility or certificate of tax credit being revoked.

An estate or trust that divides the credit or addback of credit among itself and its beneficiaries must submit Form IT-607 with Form IT-205, *Fiduciary Income Tax Return*, showing each beneficiary's share of the credit or recapture of the credit.

A partnership must file Form IT-607 with Form IT-204, *Partnership Return*, showing the total of each credit component of the partnership and any recapture of credit.

An S corporation does not file Form IT-607. It must file Form CT-607, *Claim for Excelsior Jobs Program Tax Credit*. If you are a shareholder of an S corporation that has made the election under Tax Law section 660, obtain your share of the corporation's credit or recapture of credit from the S corporation.

Definitions

Certificate of eligibility means the document issued by ESD to an applicant that has completed an application to be admitted into the Excelsior Jobs Program and has been accepted into the program by ESD. Possession of a certificate of eligibility does not by itself guarantee the eligibility to claim the tax credit.

Certificate of tax credit means the document issued to a participant by ESD, after ESD has verified that the participant has met all applicable credit eligibility criteria. The certificate will be issued annually if such criteria are met and will specify the exact amount of each of the credit components that a participant may claim, and will specify the tax year for which those tax credit components may be claimed.

Participant means a business entity that has completed an application to be admitted into the Excelsior Jobs Program, has been issued a certificate of eligibility by ESD, has demonstrated that it meets the eligibility requirements of the Excelsior Jobs Program, and has been certified as a participant by ESD.

Specific instructions

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

Individuals (including sole proprietors): Complete Schedules A and D. If applicable, also complete Schedule E.

Partnerships: Complete Schedule A. If applicable, also complete Schedule E.

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 as if you were filing one federal Schedule C for the business (enter the total of all applicable amounts from both federal Schedule C forms). Complete Schedules A and D. If applicable, also complete Schedule E.

Fiduciaries: Complete Schedules A, C, and D. If applicable, also complete Schedule E.

Partners in a partnership, shareholders of an S corporation, and beneficiaries of an estate or trust: Complete Schedules A, B, and D. If applicable, also complete Schedule E.

Note: If more than one of the above applies to you, complete all appropriate schedules on one Form IT-607.

Line A – Enter your Excelsior Jobs Program project number from your certificate of tax credit issued by ESD. Submit a copy of your certificate of tax credit with Form IT-607.

Line B – Year of eligibility

You may claim the credit for 10 consecutive tax years starting with the first tax year for which you receive a certificate of tax credit or the first tax year listed on your preliminary schedule of benefits, whichever is later. Enter a number from 1 to 10. Failure to qualify for credits in any of those years does not extend the 10-year benefit period.

Line B1 – You must submit a **separate form for each Green CHIPS project certificate** issued by ESD. Mark an **X** in the box for the project phase indicated on your certificate of tax credit. Only Green CHIPS projects have a phase 2. All others complete line B only.

Schedule A – Credit components

Individuals (including sole proprietors), partnerships and fiduciaries: Enter the components of your credit, which can be obtained from your certificate of tax credit issued by ESD, on lines 1, 6, 11, 16, and 21. Submit a copy of your certificate of tax credit with Form IT-607.

Partners: Obtain the amounts to enter on lines 2, 7, 12, 17, and 22 from the partnership. If you are a partner in more than one partnership, enter on the appropriate line the total of all your shares of each credit component received from the partnerships. Submit a copy of the partnership(s) certificate of tax credit with Form IT-607.

S corporation shareholders: Obtain the amounts to enter on lines 3, 8, 13, 18, and 23 from the S corporation. If you are a shareholder of more than one S corporation, enter on the appropriate line the total of all your shares of each credit component received from the S corporations. Submit a copy of the S corporation(s) certificate of tax credit with Form IT-607.

Beneficiaries: Obtain the amounts to enter on lines 4, 9, 14, 19, and 24 from the estate or trust. If you are a beneficiary of more than one estate or trust, enter on the appropriate line the total of all your shares of each credit component received from the estates or trusts.

Submit a copy of the estate(s) or trust(s) certificate of tax credit with Form IT-607.

Part 1 – Excelsior jobs tax credit component

A participant in the Excelsior Jobs Program is eligible to claim a tax credit for each net new job that it creates in New York State. The amount of excelsior jobs tax credit component is shown on your certificate of tax credit, or the amount allocated to you.

Line 5

Partnerships: Enter the line 5 amount on Form IT-204, line 136, and continue with Part 2.

Fiduciaries: Include the line 5 amount on line 27, column A, and continue with Part 2.

All others: Continue with Part 2.

Part 2 – Excelsior investment tax credit component

A participant in the Excelsior Jobs Program is eligible to claim a credit on qualified investments and may be eligible for an enhanced investment tax credit on projects for child care services. The amount of excelsior investment tax credit component is shown on your certificate of tax credit, or the amount allocated to you.

You may not claim both the excelsior investment tax credit component and the investment tax credit (Tax Law section 606(a)) for the same property for any tax year, except that you may claim both the excelsior investment tax credit component and the investment tax credit for research and development property. You may not claim both the excelsior investment tax credit component and the brownfield tangible property credit component (Tax Law section 21) with regard to a particular piece of property. The election to claim the excelsior investment tax credit component, the investment tax credit, or the brownfield tangible property credit component with regard to the same property, is irrevocable.

Line 10

Partnerships: Enter the line 10 amount on Form IT-204, line 137, and continue with Part 3.

Fiduciaries: Include the line 10 amount on line 27, column B, and continue with Part 3.

All others: Continue with Part 3.

Part 3 – Excelsior research and development tax credit component

A participant in the Excelsior Jobs Program is eligible to claim an excelsior research and development tax credit for research and development expenditures in New York State.

The amount of excelsior research and development tax credit component is shown on your certificate of tax credit, or the amount allocated to you.

Line 15

Partnerships: Enter the line 15 amount on Form IT-204, line 138, and continue with Part 4.

Fiduciaries: Include the line 15 amount on line 27, column C, and continue with Part 4.

All others: Continue with Part 4.

Part 4 – Excelsior real property tax credit component

A participant in the Excelsior Jobs Program that is qualified as a regionally significant project or is located in an investment zone is eligible to claim an excelsior real property tax credit.

The credit is a percentage of the eligible real property taxes on the real property comprising the regionally significant project or located in the investment zone. The amount of excelsior real property tax credit component is shown on your certificate of tax credit, or the amount allocated to you.

Line 20

Partnerships: Enter the line 20 amount on Form IT-204, line 139.

Fiduciaries: Include the line 20 amount on line 27, column D, and continue with Part 5.

All others: Continue with Part 5.

Part 5 – Excelsior child care services tax credit component

A participant in the Excelsior Jobs Program is eligible to claim a child care services tax credit for child care services expenditures in New York State.

The credit is a percentage of child care services expenditures for the operation, sponsorship or direct financial support of a child care services program.

The amount of excelsior child care services tax credit component is shown on your certificate of tax credit, or the amount allocated to you.

Line 25

Partnerships: Enter the line 25 amount on Form IT-204, line 139a.

Fiduciaries: Include the line 25 amount on line 27, column E, and continue with line 26.

All others: Continue with line 26.

Schedule B – Partnership, S corporation, estate and trust information

Enter the appropriate information for each partnership, New York S corporation, or estate or trust from which you received a share of the credit. If you need more space, submit a separate schedule (be sure to include your name and taxpayer identification number).

Schedule C – Beneficiary's and fiduciary's share of credit components and recapture of credit

An estate or trust must complete Schedule C. If an estate or trust allocates or assigns the credits to its beneficiaries, base the division on each beneficiary's proportionate share of the income of the estate or trust. Provide the beneficiaries with their share of the credit and recapture. Include any recapture from partnerships, S corporations, estates, or trusts on line 27 in column F.

Schedule D – Computation of credit

Fiduciaries: Do not enter any amount on line 30.

Line 36

Enter the line 36 amount and code **607** on Form IT-201-ATT, line 12, or Form IT-203-ATT, line 12, or include it on Form IT-205, line 33.

Schedule E – Summary of recapture of credit

If a certificate of eligibility or a certificate of tax credit issued by ESD is revoked because you do not meet the eligibility requirements of the credit, the amount of all credits previously allowed and claimed by you under Tax Law section 31 prior to that revocation must be added back to your tax for the tax year in which the revocation becomes final.

S corporations, partnerships, and fiduciaries must notify their shareholders, partners, and beneficiaries of the revocation.

Complete lines 37 through 42 as applicable.

Fiduciaries: Do not enter any amounts on lines 37 through 40. Include any flow through of credit recapture from partnerships, S corporations, estates, or trusts on line 27, column F.

Line 38 Beneficiaries: Enter on line 38 your share of recapture of credit from the estates or trusts.

Line 39 Partners: Enter on line 39 your share of the total recapture of credit from partnerships.

Line 40 S corporation shareholders: Enter on line 40 your share of the recapture of credit from S corporations.