



Important Notice

May 4, 2004

Revised Instructions for the EZ Wage Tax Credit, ZEA Wage Tax Credit, and QEZE Real Property Tax Credit and QEZE Tax Reduction Credit Forms for Corporation Tax and Personal Income Tax Filers

The instructions for Form CT-601, *Claim for EZ Wage Tax Credit*; Form CT-601.1, *Claim for ZEA Wage Tax Credit*; Form IT-601, *Claim for EZ Wage Tax Credit*; Form IT-601.1, *Claim for ZEA Wage Tax Credit*; and Form CT-604, *Claim for QEZE Credit for Real Property Taxes and QEZE Tax Reduction Credit* are being revised. These instructions currently require taxpayers to submit detailed employee information with their credit forms. This requirement has been deleted as explained below.

- Changes to the instructions for Form CT-601-I, *Instructions for Form CT-601, Claim for EZ Wage Tax Credit*, and Form CT-601.1-I, *Instructions for Form CT-601.1, Claim for ZEA Wage Tax Credit*.

The following instruction has been deleted from pages 1 and 2 of the instructions for the EZ wage tax credit and ZEA wage tax credit forms for corporation tax filers:

Note: In addition to the information provided in Schedule B, **you must attach a separate chart** for the current tax year and for each year in the base period showing all New York State employees. **Failure to provide this information will delay your refund.**

Include the following information in each chart: employee's name, social security number, hire date, termination date, hours worked in each quarter, and part- or full-time status. If combining part-time employees to be the equivalent of one full-time employee, indicate which employees are being combined. Include the number of hours worked per week for those employees. All charts must indicate which employees are located in the empire zone in which the enterprise is certified.

- Changes to the instructions for Form IT-601-I, *Instructions for Form IT-601, Claim for EZ Wage Tax Credit*, and Form IT-601.1-I, *Instructions for Form IT-601.1, Claim for ZEA Wage Tax Credit*.

The following instruction has been deleted from page 1 of the instructions for EZ wage tax credit and ZEA wage tax credit forms for personal income tax filers:

Note: In addition to the information provided in Schedule A, **you must attach a separate chart** for the current tax year and for each year in the test period showing all New York State employees. **Failure to provide this information will delay your refund.**

Include the following information in each chart: employee's name, social security number, hire date, termination date, hours worked in each quarter, and part- or full-time status. If combining part-time employees to be the equivalent of one full-time employee, indicate which employees are being combined. Include the number of hours worked per week for those employees. All charts must indicate which employees are located in the empire zone in which the enterprise is certified.

- Changes to the instructions for Form CT-604-I, *Instructions for Form CT-604, Claim for QEZE Credit for Real Property Taxes and QEZE Tax Reduction Credit*.

The following instruction has been deleted from page 3 of the instructions for QEZE credit for real property taxes and QEZE tax reduction credit forms for corporation tax filers:

Attachments required: Attach a separate chart for the current tax year and for each year in the base period showing all New York State employees. Also attach a chart for the test year showing employees in EZs in which the enterprise is certified. **Failure to provide this information will delay your refund.**

Include the following in each chart provided: employee name, social security number, hire date, termination date, hours worked in each quarter and whether the employee is considered part- or full-time. If claiming part-time employees to be equivalent to one full-time employee, please indicate which employees have been combined to equal the full-time employee. Include the hours worked per week for those employees.

For current year employees, indicate whether their location of employment is in an EZ in which the enterprise is certified, an EZ in which the enterprise is not certified, or outside all EZs. For base period employees, indicate whether the employees are located in any EZ (whether or not the enterprise is certified in the EZ) or outside all EZs.

- Although the instructions to provide this information with the filing of your credit claim form have been deleted, all other instructions and requests for information appearing in the instructions to these forms still remain in effect. In addition, all records used to prepare your tax return, including your credit claim forms, must be retained to establish the amounts shown on your return.