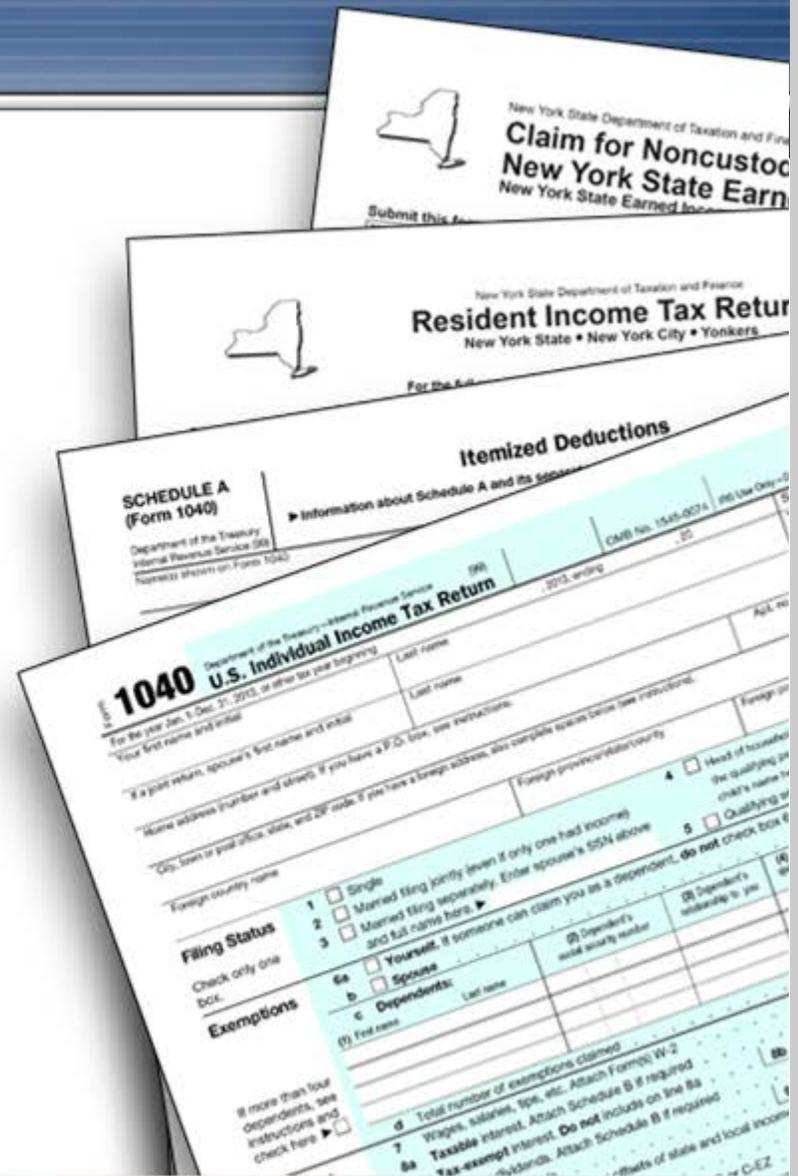




NYS Training for Tax Preparers

# Main IRS and New York State Forms

[Get Started](#)



[www.tax.ny.gov](http://www.tax.ny.gov)

[www.irs.gov](http://www.irs.gov)



# Main IRS and NYS Forms

## Overview

This course will familiarize you with the most common federal and New York State personal income tax forms. You will be provided with a basic explanation of these forms and we will go through several practical examples detailing these forms. How to prepare these forms and tax returns will be covered in other presentations.



# Main IRS and NYS Forms

## Overview

One of the biggest challenges of being a professional tax preparer is understanding all of the forms needed to prepare a proper tax return. Many tax returns require supplemental schedules and worksheets to support the amounts claimed.

As you will learn, some forms, schedules, and worksheets have a federal and state version, while others are the same for federal and state. It is your responsibility to know which forms your client needs. Your client trusts you to prepare the return correctly.



## The Most Common Federal Tax Forms and Schedules

- Form 1040, *Personal Income Tax Return*
  - Form 1040A
  - Form 1040EZ
- Schedule A, *Itemized Deductions*
- Schedule C, *Profit and Loss From Business*
- Schedule D, *Capital Gains and Losses*
- Schedule E, *Supplemental Income and Loss*

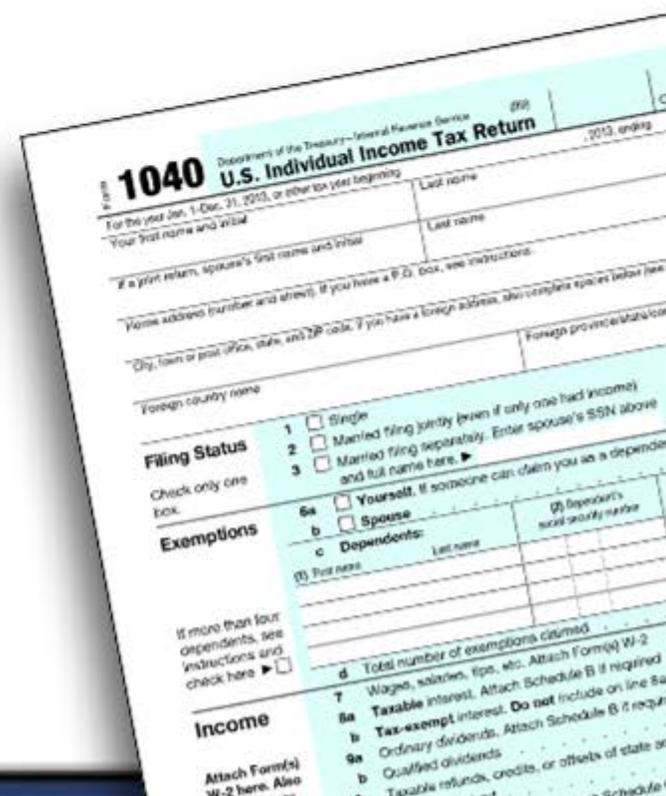


## Form 1040, *Personal Income Tax Return*

The 1040 series is the main federal income tax return form. Taxpayers must report all of their income on this form. Many of the items reported on this form require additional schedules or supplemental information. The instructions and each line of this form will indicate if additional schedules or information is needed.

To avoid common mistakes when completing this form be sure that:

- name, address, and social security number are legible and accurate because this is what is used to process the return
- “other income” (if included) is clearly identified and appropriate documentation is attached
- the form is signed (by both spouses if joint return) and the preparer properly completed the paid preparer section





## Schedule A, *Itemized Deductions*

Schedule A is used for deductions such as medical expenses, taxes, donations, and job expenses. This form is commonly referred to as the itemized deduction schedule.

When reviewing this form you should make sure charitable deductions are a reasonable amount or the taxpayer has documented a large deduction appropriately. “Other Expenses” should be clearly identified as to the nature of the expense.

The image shows a portion of the IRS Schedule A (Form 1040) titled "Itemized Deductions". The form includes the following sections and line items:

- Medical and Dental Expenses:** Lines 1-4. Line 1: Medical and dental expenses (see instructions). Line 2: Enter amount from Form 1040, line 3B. Line 3: Multiply line 2 by 10% (10). But if either you or your spouse was born before January 2, 1949, multiply line 2 by 7.5% (7.5) instead. Line 4: Subtract line 3 from line 1. If line 3 is more than line 1, enter -0.
- Taxes You Paid:** Lines 5-8. Line 5: State and local (check only one box): a.  Income taxes, or b.  General sales taxes. Line 6: Real estate taxes (see instructions). Line 7: Personal property taxes. Line 8: Other taxes. List type and amount.
- Interest You Paid:** Lines 9-11. Line 9: Add lines 5 through 8. Line 10: Home mortgage interest and points reported to you on Form 1098. Line 11: Home mortgage interest not reported to you on Form 1098. If paid to the person from whom you bought the home, see instructions and show that person's name, identifying no., and address.
- Gifts to Charity:** Lines 12-17. Line 12: Points not reported to you on Form 1098. See instructions for special rules. Line 13: Mortgage insurance premiums (see instructions). Line 14: Investment interest. Attach Form 4952 if required. (See instructions). Line 15: Add lines 10 through 14. Line 16: Gifts by cash or check. If you made any gift of \$250 or more, see instructions. Line 17: Other than by cash or check. If any gift of \$250 or more, see instructions. You must attach Form 8283 if over \$500.

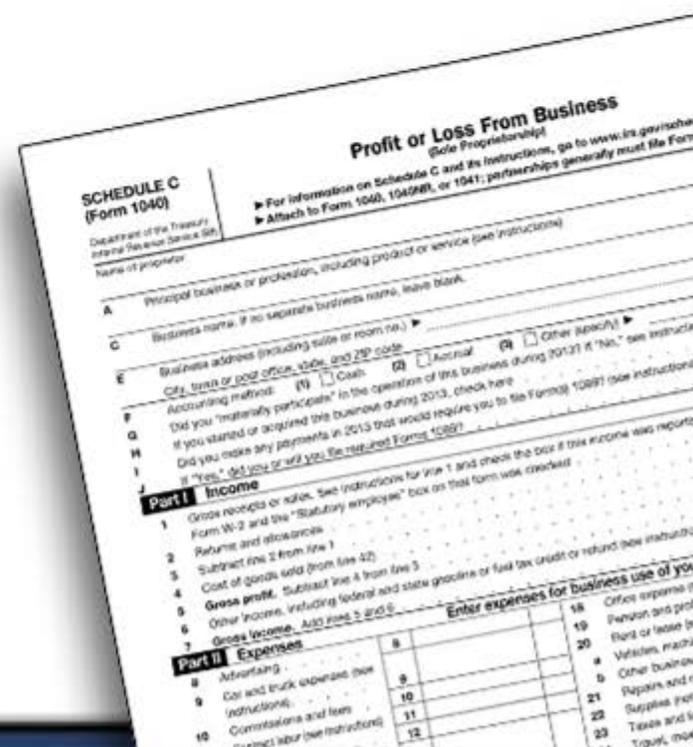


# Main IRS and NYS Forms

## Schedule C, Profit and Loss From Business

Schedule C is used to report business income and expenses from a sole proprietorship.

Preparers should pay particular attention to the accuracy of the answers to questions A through H at the top of the form. In addition, expenses listed under “other expenses” must be clearly labeled.





## Schedule D, *Capital Gains and Losses*

Schedule D is used to report capital gains such as those from the sale of stock and flow through capital gains from other types of entities such as partnerships and S-Corps.

Preparers should pay particular attention when doing data entry on this form because the information is often extensive.

**SCHEDULE D**  
(Form 1040)

Department of the Treasury  
Internal Revenue Service (99)

▶ Attach to Form 1040 or Form 1040NR.  
▶ Information about Schedule D and its separate instructions is at [www.irs.gov/irs](http://www.irs.gov/irs).  
▶ Use Form 8949 to list your transactions for lines 1a, 2, 3, 6b, 9, and 10.

**Part I** Short-Term Capital Gains and Losses—Assets Held One Year or Less

See instructions for how to figure the amounts to enter on the lines below.  
This form may be easier to complete if you round off cents to whole dollars.

	(a) Proceeds (sales price)	(b) Cost (or other basis)
<b>1a</b> Totals for all short-term transactions reported on Form 1099-B for which basis was reported to the IRS and for which you have no adjustments (see instructions). However, if you choose to report of these transactions on Form 8949, leave this line blank and go to line 1b.		
<b>1b</b> Totals for all transactions reported on Form(s) 8949 with <b>Box A</b> checked		
<b>2</b> Totals for all transactions reported on Form(s) 8949 with <b>Box B</b> checked		
<b>3</b> Totals for all transactions reported on Form(s) 8949 with <b>Box C</b> checked		
<b>4</b> Short-term gain from Form 6252 and short-term gain or (loss) from Forms 4684, 6781, 6782, 6783, 6784, 6785, 6786, 6787, 6788, 6789, 6790, 6791, 6792, 6793, 6794, 6795, 6796, 6797, 6798, 6799, 6800, 6801, 6802, 6803, 6804, 6805, 6806, 6807, 6808, 6809, 6810, 6811, 6812, 6813, 6814, 6815, 6816, 6817, 6818, 6819, 6820, 6821, 6822, 6823, 6824, 6825, 6826, 6827, 6828, 6829, 6830, 6831, 6832, 6833, 6834, 6835, 6836, 6837, 6838, 6839, 6840, 6841, 6842, 6843, 6844, 6845, 6846, 6847, 6848, 6849, 6850, 6851, 6852, 6853, 6854, 6855, 6856, 6857, 6858, 6859, 6860, 6861, 6862, 6863, 6864, 6865, 6866, 6867, 6868, 6869, 6870, 6871, 6872, 6873, 6874, 6875, 6876, 6877, 6878, 6879, 6880, 6881, 6882, 6883, 6884, 6885, 6886, 6887, 6888, 6889, 6890, 6891, 6892, 6893, 6894, 6895, 6896, 6897, 6898, 6899, 6900, 6901, 6902, 6903, 6904, 6905, 6906, 6907, 6908, 6909, 6910, 6911, 6912, 6913, 6914, 6915, 6916, 6917, 6918, 6919, 6920, 6921, 6922, 6923, 6924, 6925, 6926, 6927, 6928, 6929, 6930, 6931, 6932, 6933, 6934, 6935, 6936, 6937, 6938, 6939, 6940, 6941, 6942, 6943, 6944, 6945, 6946, 6947, 6948, 6949, 6950, 6951, 6952, 6953, 6954, 6955, 6956, 6957, 6958, 6959, 6960, 6961, 6962, 6963, 6964, 6965, 6966, 6967, 6968, 6969, 6970, 6971, 6972, 6973, 6974, 6975, 6976, 6977, 6978, 6979, 6980, 6981, 6982, 6983, 6984, 6985, 6986, 6987, 6988, 6989, 6990, 6991, 6992, 6993, 6994, 6995, 6996, 6997, 6998, 6999, 7000		
<b>5</b> Net short-term gain or (loss) from partnerships, S corporations, estate, trusts, and REMICs. Enter the amount, if any, from line 5 of your C or S corporation, estate, trust, or REMIC return.		
<b>6</b> Short-term capital loss carryover. Enter the amount, if any, from line 6 of your C or S corporation, estate, trust, or REMIC return.		
<b>7</b> Net short-term capital gain or (loss). Combine lines 1a through 6 in column (a) and column (b). If you have a net capital gain or loss, go to Part II below. Otherwise, go to Part III on the back of this form.		

Capital Gains and Losses—Assets Held More Than One Year



## Schedule E, *Supplemental Income and Loss*

- Schedule E is used for documenting income and expenses related to rental or royalty properties.
- Preparers should pay particular attention when preparing part 1 of this form.

**SCHEDULE E**  
**(Form 1040)**

Department of the Treasury  
Internal Revenue Service (IRS)  
Form 1040-ES (2013)

**Supplemental Income and Loss**  
(From rental real estate, royalties, partnerships, S corporations, estates, trusts, REITs, etc.)  
▶ Attach to Form 1040, 1040NR, or Form 1041.  
▶ Information about Schedule E and its separate instructions is at [www.irs.gov](http://www.irs.gov).

**Part I** **Income or Loss From Rental Real Estate and Royalties** **Note.** If you are in the business of renting real estate, report rental income or loss on Schedule C or C-EZ (see instructions). If you are an individual, report farm rental income or loss on Schedule F (see instructions). If you are a partner in a partnership that rents real estate, report your share of the partnership's rental income or loss on Schedule E (see instructions). If you are a shareholder in an S corporation that rents real estate, report your share of the S corporation's rental income or loss on Schedule E (see instructions). If you are a trustee of a trust that rents real estate, report the trust's rental income or loss on Schedule E (see instructions). If you are a beneficiary of an estate or trust that rents real estate, report the estate or trust's rental income or loss on Schedule E (see instructions). If you are a partner in a partnership that is a qualified joint venture, report your share of the partnership's rental income or loss on Schedule E (see instructions). If you are a partner in a partnership that is a qualified joint venture, report your share of the partnership's rental income or loss on Schedule E (see instructions). If you are a partner in a partnership that is a qualified joint venture, report your share of the partnership's rental income or loss on Schedule E (see instructions).

**A** Did you make any payments in 2013 that would require you to file Form(s) 1099?  Yes  No

**B** If "Yes," did you or will you file required Form(s) 1099?  Yes  No

**1a** Physical address of each property (street, city, state, ZIP code)

		Fair Rent Day
<b>A</b>		
<b>B</b>		
<b>C</b>		

**1b** Type of Property (from list below)

		A	B	C
<b>A</b>				
<b>B</b>				
<b>C</b>				

**Type of Property:**  
1 Single Family Residence  
2 Multi-Family Residence  
3 Vacation/Short-Term Rental  
4 Commercial  
5 Land  
6 Royalties  
7 Other

**Income:**  
2 Rents received  
3 Royalties received

**Expenses:**  
5 Advertising  
6 Auto and travel (see instructions)  
7 Cleaning and maintenance  
8 Commissions  
9 Insurance  
10 Repairs and maintenance  
11 Repairs and maintenance  
12 Repairs and maintenance  
13 Other (see instructions)



## The Most Common New York State Tax Forms

- *IT-201, Resident Income Tax for Full-Year Resident*
- *IT-201-ATT, Other Tax Credits and Taxes*
- *IT-201-D, Resident Itemized Deduction Schedule*
- *IT-201-V, Payment Voucher*
- *IT-203, New York State Nonresident and Part-Year Resident Income Tax Return*
- *IT-213, Claim for Empire State Child Credit*
- *IT-215, Claim for Earned Income Credit*
- *IT-216, Claim for Child and Dependent Care Credit*
- *IT-272, Claim for College Tuition Credit or Itemized Deduction*



# Main IRS and NYS Forms

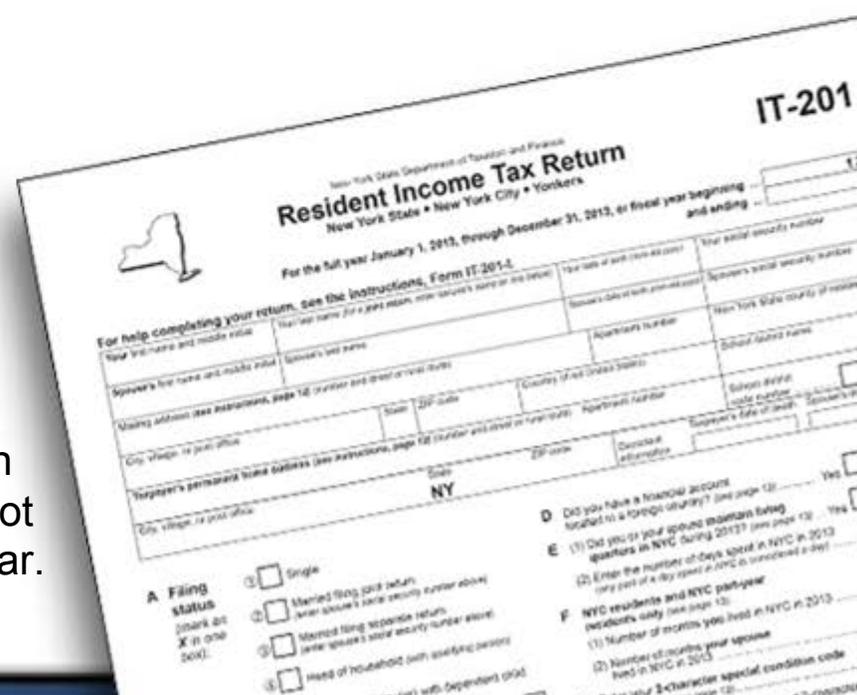
## IT-201, Resident Income Tax Return (Full Year Resident)

The IT-201 is the main New York State resident income tax return. Just as with the 1040 form, all items of income are reported on this form and often additional schedules or supplemental information is needed.

The Federal 1040 and the New York State IT-201 have several differences. The New York State IT-201 asks these additional questions:

- County of Residence
- School District
- School District Code Number
- Did the taxpayer or taxpayer's spouse maintain living quarters in NYC during the year?

It is important to pay attention to the above points because these questions provide critical information for government programs. In addition, you should not assume that this information is the same year to year.





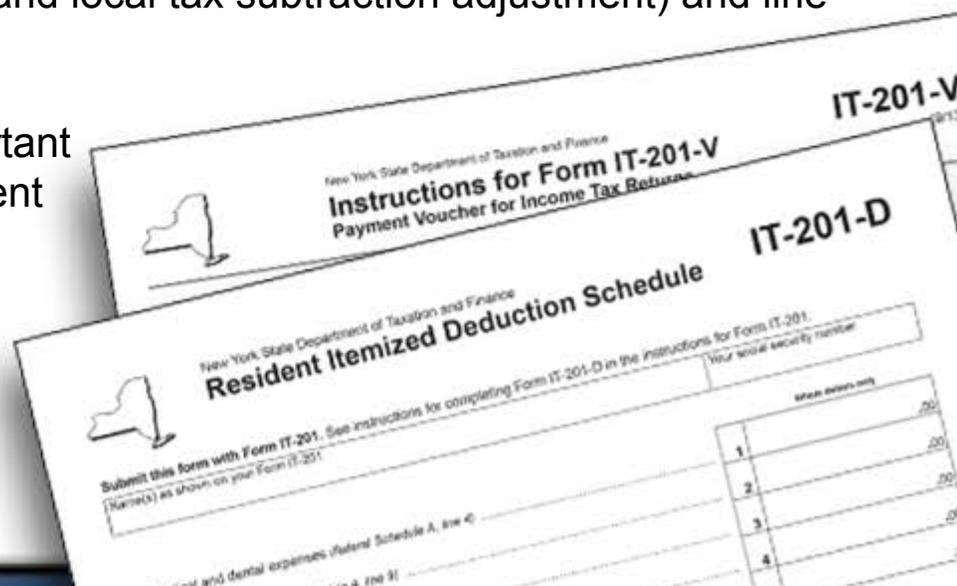
## IT-201-D, Resident Itemized Deduction Schedule and IT-201-V, Payment Voucher

IT-201-D is used for itemized deductions for the IT-201, *Resident Income Tax Return* and the IT-203, *Nonresident and Part-Year Resident Income Tax Return*.

The IT-201-D is similar to Schedule A for federal tax returns, the main difference is that adjustments are made for New York State modifications.

Be sure to pay close attention to line 9 (state and local tax subtraction adjustment) and line 13 (itemized deduction adjustment).

The IT-201-V is a payment coupon. It is important to include this coupon when sending in payment so that the payment is properly applied to the appropriate taxpayer.





# Main IRS and NYS Forms

## IT-201-ATT, *Other Tax Credits and Taxes*

The purpose of this form is to give detailed information on the various New York State tax credits the taxpayer is claiming.

Two credits where mistakes are often made are the long term care insurance credit and the solar energy system equipment credit.

It is important that you thoroughly understand the “Claim of Right” credit requirements before claiming this credit. “Claim of Right” misinterpretations often make the IRS “Dirty Dozen” Tax Scams list.

The image shows a sample of the IT-201-ATT form. The title is "Other Tax Credits and Taxes Attachment to Form IT-201". It includes a section for "Part 1 - Other New York State, New York City, and Yonkers tax credits" and "Section A - New York State nonrefundable, non-carryover credits used". The form has various fields for "Code" and "Amount" and a "Total" line. The form is tilted and partially obscured by a shadow.



# Main IRS and NYS Forms

## IT-203, Nonresident and Part-Year Resident Income Tax Return

The IT-203 follows the same rules as the IT-201. However, nonresidents and part-year residents must allocate their income between New York and non-New York residency.

The image shows a sample of the IT-203 form. The title is "IT-203 Nonresident and Part-Year Resident Income Tax Return". It is for the year January 1, 2013, through December 31, 2013, or for a social year beginning and ending in 2013. The form includes sections for:   
- Filing status (A): Single, Married filing joint return, Married filing separate returns, Head of household, or Qualifying widow(er) with dependent child.   
- Deductions (B): Whether the filer makes deductions on their 2013 federal income tax return.   
- Dependent status (C): Whether the filer can be claimed as a dependent.   
- Special condition codes (F): A 2-character code and a second 2-character code.   
- New York State part-year residents (G): Whether the filer lived in NYS or outside NYS during the tax year, and if so, when they moved into or out of NYS.   
The form also contains fields for personal information such as name, address, date of birth, and social security number.



# Main IRS and NYS Forms

## IT-213, Claim for Empire State Child Credit

This form is used to claim the Empire State Child Credit. This credit is in addition to the dependent exemption.

Make sure that taxpayers filing status is correct and they do not exceed the income threshold for this credit.

The image shows a tilted view of the IT-213 form. The title is "Claim for Empire State Child Credit" with the form number "IT-213" in the top right corner. Below the title is a small map of New York State. The form is divided into two main sections: "Step 1 - Enter identifying information" and "Step 2 - Determine eligibility".

**Step 1 - Enter identifying information**  
Your name (if those on return)  
Spouse's name  
Your social security number  
Spouse's social security number

**Step 2 - Determine eligibility**  
1. Were you (and your spouse if filing a joint New York State return) New York State residents for all of 2013?  Yes  No  
If you marked an X in the No box, stop; you do not qualify for this credit.

2. Did you claim the federal child tax credit or additional child tax credit for 2013?  Yes  No

3. Is your federal adjusted gross income (see instructions):  
- \$110,000 or less and your filing status is  single,  head of household, or  qualifying widow(er); or  
- \$75,000 or less and your filing status is  married filing separate return?  
If you marked an X in the No box at both lines 2 and 3, stop; you do not qualify for this credit.  Yes  No

4. Enter the number of children who qualify for the federal child tax credit or additional child tax credit (see instructions):

5. Enter the number of children from line 4 that were at least four years of age on December 31, 2013:

Additional fields include "Date of birth (mm-dd-yyyy)" and "Number" for the children included on line 4.



# Main IRS and NYS Forms

## IT-215, Claim for Earned Income Credit

This form is used for claiming the New York State and New York City earned income credit. This credit is a percentage of federal earned income credit, therefore all rules from the federal form apply to the New York State form.

It is important for you to verify all dependents and make sure that they qualify for this credit.

This credit is the one that is most reviewed and adjusted by the New York State Tax Department.

The image shows a tilted view of the New York State Department of Taxation and Finance Form IT-215, titled "Claim for Earned Income Credit" for New York State and New York City. The form includes a map of New York State, a "Your social security number" field, and a "Submit this form with Form IT-201 or IT-203" instruction. It features a series of numbered questions (1-4) regarding federal earned income credit, investment income, and dependent children. A table for dependents is present with columns for "First name and middle initial", "Last name", "Relationship", "Number of months lived with you", "Full-time student", "Person with disability", and "Social security number". The form also includes a "Date of birth (mm/dd/yyyy)" field and a "Worksheets" section at the bottom with fields for "Worksheet A line 3" and "Worksheet C on page 3 of Form IT-215".



# Main IRS and NYS Forms

## IT-216, Claim for Child and Dependent Care Credit

This form is used for claiming dependent care expenses. In most cases this is simply daycare or after school care for children who are the taxpayer's dependents.

Make sure that the taxpayer's dependents information (particularly their age) is correct and that you have the complete information on the daycare provider.

The image shows a tilted view of the IT-216 form. At the top right, it is labeled "IT-216". The title is "Claim for Child and Dependent Care Credit" with "New York State • New York City" below it. A small map of New York is on the left. Below the title, it says "Submit this form with Form IT-201 or IT-203." and "Your social security number" with a blank line. A question asks "Have you already filed your New York State income tax return?" with "Yes" and "No" checkboxes. Section 2 is a table for "Persons or organizations who provided the care" with columns for name, address, identifying number, and amount paid. Section 3 is a table for "Qualifying persons you are claiming" with columns for name, last name, date of birth, and social security number.



# Main IRS and NYS Forms

## IT-272, Claim for College Tuition Credit or Itemized Deduction

This form is used for claiming college tuition credits and deductions.

Be sure to review the information on this form with the taxpayer with regard to their overall plan for financing higher education. There are limits on certain credits and it may be beneficial for a taxpayer to take a lower credit in the current year so that a higher credit could be claimed in the future.

The image shows a sample of the New York State Form IT-272. The form is titled "Claim for College Tuition Credit or Itemized Deduction" and is for "Full-year New York State residents only". It includes a section for taxpayer information, a "Note" about filing status, and two numbered questions regarding dependency and residency. The bottom section is labeled "Part 1" and is for claiming expenses for up to three eligible students.

**IT-272**

New York State Department of Taxation and Finance  
**Claim for College Tuition Credit or Itemized Deduction**  
Full-year New York State residents only

Submit your completed Form IT-272 with Form IT-203. See Form IT-272-I, Instructions for Form IT-272.

Your name as shown on your 2012 return (Do not write first)	Your social security number
Spouse's name (first name last)	Spouse's social security number

Note: If you are married and filing separate New York State returns, you must also enter your spouse's name and social security number.

1 Are you claimed as a dependent on another taxpayer's New York State tax return for this tax year?  1 Yes  No  
• If Yes, stop; you do not qualify for the college tuition credit or the college tuition itemized deduction.  
• If No, continue with question 2.

2 Were you (and your spouse if filing a joint return) a New York State resident for all of this tax year?  2 Yes  No  
• If Yes, continue with Part 1 below.  
• If No, stop; you do not qualify for the college tuition credit. However, you may qualify for the college tuition itemized deduction. For more information, see the instructions for Form IT-203.

Part 1 — In the spaces provided below, complete lines A through M for up to three eligible students for whom you paid qualified college tuition expenses. If you are claiming expenses for more than three eligible students, see instructions.

1 — Student 1	2 — Student 2	3 — Student 3
---------------	---------------	---------------



## Most Common Tax Documents issued To Taxpayers

These are the typical documents a client will bring to you:

- W-2 (wages, tips, and other compensation earned)
- 1098 (interest and mortgage paid)
- 1099-B (stock and dividend income)
- 1099-Int (interest income)
- Schedule K-1 (Form 1065)

These documents are issued by different sources and you may see different versions.



# Main IRS and NYS Forms

## Example 1

Jim and his wife both work and own a house in the Bronx. They have two children, ages two and four. Based on this information what forms, at a minimum, would you expect Jim and his wife to bring in?





# Main IRS and NYS Forms

## Example 1

Jim and his wife both work and own a house in the Bronx. They have two children, ages two and four. Based on this information what forms, at a minimum, would you expect Jim and his wife to bring in?



Based on the information given, you would expect Jim and his wife to bring:

- two W2's
- Form 1098, *Mortgage Interest*
- property tax statement / form
- daycare form / worksheet



## Example 1 (cont.)

Jim and his wife both work and own a house in the Bronx. They have brought in the following forms:

- two W2's
- Form 1098, *Mortgage Interest*
- property tax statement / form
- daycare form / worksheet

At a minimum, what forms would you expect to prepare for their New York State tax return?





## Example 1 (cont.)

Jim and his wife both work and own a house in the Bronx. They have brought in the following forms:

- two W2's
- Form 1098, *Mortgage Interest*
- property tax statement / form
- daycare form / worksheet

At a minimum, what forms would you expect to prepare for their New York State tax return?



Based on the information given

- IT-201, *New York State Resident Income Tax Return*
- IT-201-D, *Itemized Deductions Schedule*
- Federal Form 2441, *Dependent care expenses*
- IT-2, *Summary of W2 statements*



# Main IRS and NYS Forms

## Example 2

Samantha, who is 23, is a full-time student at the State University of New York at New Paltz. She works two full time jobs and lives at home with her parents. In addition, this year she has a gain of \$1,000 from the sale of her stocks. What forms would you expect Samantha to bring in?





# Main IRS and NYS Forms

## Example 2

Samantha, who is 23, is a full-time student at the State University of New York at New Paltz. She works two full time jobs and lives at home with her parents. In addition, this year she has a gain of \$1,000 from the sale of her stocks. What forms would you expect Samantha to bring in?

At a minimum, what forms would you expect to prepare for Samantha's New York State tax return?



You would expect Samantha to bring in:

- 1098-T
- two W2's
- 1099-B, *Brokerage Account Summary*



# Main IRS and NYS Forms

## Example 2

Samantha, who is 23, is a full-time student at the State University of New York at New Paltz. She works two full time jobs and lives at home with her parents. In addition, this year she has a gain of \$1,000 from the sale of her stocks. What forms would you expect Samantha to bring in?

At a minimum, what forms would you expect to prepare for Samantha's New York State tax return?



You would expect to prepare:

- Federal Schedule D
- IT-272, *Claim for College Tuition Credit or Itemized Deduction*
- IT-2, *Summary of W2 statements*



## Example 3

Walter, a resident of Connecticut, is 64 years old and has a child who is 15. He receives social security income of \$8,000. In addition, Walter is a 5% owner of a pen factory in New York and his share of the S-Corps profits was \$2,000.

1. At a minimum, what forms would you expect to receive from Walter?

2. At a minimum, what forms would you expect to prepare for Walter's New York State tax return?





# Main IRS and NYS Forms

## Example 3

Walter, a resident of Connecticut, is 64 years old and has a child who is 15. He receives social security income of \$8,000. In addition, Walter is a 5% owner of a pen factory in New York and his share of the S-Corps profits was \$2,000.

1. At a minimum, what forms would you expect to receive from Walter?

- 1099-SSA
- K-1 from pen factory

2. At a minimum, what forms would you expect to prepare for Walter's New York State tax return?





## Example 3

Walter, a resident of Connecticut, is 64 years old and has a child who is 15. He receives social security income of \$8,000. In addition, Walter is a 5% owner of a pen factory in New York and his share of the S-Corps profits was \$2,000.

1. At a minimum, what forms would you expect to receive from Walter?

- 1099-SSA
- K-1 from pen factory

2. At a minimum, what forms would you expect to prepare for Walter's New York State tax return?

- IT-203, *New York State Nonresident and Part-Year Resident Income Tax Return*
- Federal Schedule E (To report S-Corp income)
- IT-213, *Claim for Empire State Child Credit*
- IT-215, *Claim for Earned Income Credit*
- IT-216, *Claim for Child and Dependent Care Credit*



# Main IRS and NYS Forms

## Example 4

Bob and Angie are a married couple and rent an apartment in NYC. They own their own construction business and their income from the business was \$375,000. In addition, they received interest income from a bank account of \$10,000. Also, Angie paid off \$20,000 of her student loans this year and donated \$15,000 in cash to their favorite charity.

1. At a minimum, what documents would you expect to receive from Bob and Angie to complete their tax return?

2. At a minimum, what forms would you expect to prepare to complete Bob and Angie's New York State tax return?





# Main IRS and NYS Forms

## Example 4

Bob and Angie are a married couple and rent an apartment in NYC. They own their own construction business and their income from the business was \$375,000. In addition, they received interest income from a bank account of \$10,000. Also, Angie paid off \$20,000 of her student loans this year and donated \$15,000 in cash to their favorite charity.

1. At a minimum, what documents would you expect to receive from Bob and Angie to complete their tax return?

- Profit and Loss for the business
- 1099-INT Form from bank account
- 1098-E, *Student Loan Interest Form*

2. At a minimum, what forms would you expect to prepare to complete Bob and Angie's New York State tax return?





# Main IRS and NYS Forms

## Example 4

Bob and Angie are a married couple and rent an apartment in NYC. They own their own construction business and their income from the business was \$375,000. In addition, they received interest income from a bank account of \$10,000. Also, Angie paid off \$20,000 of her student loans this year and donated \$15,000 in cash to their favorite charity.

1. At a minimum, what documents would you expect to receive from Bob and Angie to complete their tax return?

- Profit and Loss for the business
- 1099-INT Form from bank account
- 1098-E, *Student Loan Interest Form*

2. At a minimum, what forms would you expect to prepare to complete Bob and Angie's New York State tax return?

- IT-201, *New York State resident Income Tax Return*
- Federal Schedule B (Interest and Ordinary Dividends)
- Federal Schedule C (Profit and Loss from sole proprietor)
- IT-201-D, *Resident Itemized Deduction Schedule*



## New York State Income Tax Returns

### Steps to File a New York State Income Tax Return:

1. Complete the taxpayer's federal income tax return.
2. Determine if the taxpayer is a resident or non-resident of New York State.
  - there is a separate training class to help make that determination
3. If the taxpayer is a resident of New York, file form IT-201, *Resident Income Tax Return*.
4. If the taxpayer is a non-resident (or part-year resident) of New York, file a form IT-203, *Nonresident and Part-Year Resident Income Tax Return*.
5. Determine if the taxpayer is subject to New York City or Yonkers income tax.



## Knowledge Check

1. Form W-2 is a standard form that looks the same regardless of the employer that issues it.

- True
- False



## Knowledge Check

1. Form W-2 is a standard form that looks the same regardless of the employer that issues it.



- True
- False

2. A part year resident of New York State with \$50,000 of income would file income tax return IT-201.

- True
- False



## Knowledge Check



1. Form W-2 is a standard form that looks the same regardless of the employer that issues it.



- True
- False

2. A part year resident of New York State with \$50,000 of income would file income tax return IT-201.



- True
- False



## Knowledge Check

3. How many different jurisdictions could someone file for when filing a New York State personal income tax return?

- 1
- 2
- 3
- 4



## Knowledge Check

3. How many different jurisdictions could someone file for when filing a New York State personal income tax return?

-   1  
 2  
 3  
 4





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