



Instructions for Form CT-33-M

Insurance Corporation MTA Surcharge Return

Tax Law — Article 33, Section 1505-a

Who Must File

If you do business, employ capital, own or lease property or maintain an office in the Metropolitan Commuter Transportation District (MCTD) you must pay a Metropolitan Transportation Business tax surcharge on business done in the Metropolitan Transportation Authority region (MTA surcharge). The MCTD includes the counties of New York, Bronx, Queens, Kings, Richmond, Dutchess, Nassau, Orange, Putnam, Rockland, Suffolk and Westchester.

If you file Form CT-33, use Form CT-33-M to report and pay the MTA surcharge.

Corporations filing on a combined basis are required to file only one return for the combined group. Combined figures, as shown on your Form CT-33-A, should be used to complete this form.

Installment Payments

A taxpayer required to pay the MTA surcharge and whose franchise tax is more than \$1,000 must file a declaration of estimated MTA surcharge and make quarterly installment payments on Form CT-400.

MTA Surcharge Rate

The MTA surcharge rate is 17%.

When and Where to File

If you are a calendar year filer, check the box in the upper right corner on the front of the form.

If you are a fiscal year filer, complete the beginning and ending tax period boxes in the upper right corner on the front of the form.

File your return within 2½ months after the end of your reporting period. If you are reporting for the calendar year, file your return on or before March 15. If your filing date falls on a Saturday, Sunday, or legal holiday, then you must file your return on or before the next business day.

Mail your return to: **NYS CORPORATION TAX, PROCESSING UNIT, PO BOX 1909, ALBANY NY 12201-1909**

Extension of Time for Filing MTA Surcharge Return

You may request additional time to file an MTA surcharge return. File Form CT-5 or Form CT-5.3 on or before the due date of the return for which the extension is requested and pay the MTA surcharge estimated to be due.

Employer Identification Number, File Number and Other Identifying Information

To ensure that your corporation tax forms are processed as quickly and efficiently as possible, it is important that we have the necessary identifying information from your preprinted label. **Keep a record of the label information for future use.** Please be certain to include your employer identification number, file number and filing period on each corporation tax form mailed. This will facilitate processing of your return to the correct account. Without this information, we may not be able to process your return. If you use a paid preparer or accounting firm, make sure they use the mailing label or label information when completing all forms prepared for you.

Change of Business Information

If there have been any changes in your business name, identification number, mailing address, business address, telephone number or owner/officer information and you have not previously notified us, complete Form DTF-95, *Change of Business Information*. If you don't have a form, call toll free 1 800 462-8100. From areas outside the U.S. and Canada, call (518) 485-6800 to request one.

Amended Return

If you are filing an amended return, please write **Amended Return** across the top.

Line Instructions

Line A — Make your payment in United States funds. A foreign check or foreign money order will only be accepted if payable through a United States bank or if marked **Payable in U.S. Funds**.

Whole Dollar Amounts - You may elect to show dollar amounts in whole dollars rather than dollars and cents. Round an amount from 50 cents through 99 cents to the next higher dollar, and round any amount less than 50 cents to the next lower dollar.

Percentages - When computing allocation percentages, convert decimals into percentages by moving the decimal point two spaces to the right. Percentages should be carried out to four decimal places. For example: $5,000/7,500 = .6666666 = 66.6667\%$.

Negative amounts, if any, should be shown in parentheses.

Computation of MCTD Allocation Percentage

If you do all of your New York State business within the 12 counties of the MCTD, skip lines 1 through 8 and enter 100% on line 9.

If you do part of your business outside the MCTD, compute your MCTD allocation percentage by completing lines 1 through 8.

Corporations taxable under Article 33 that are filing on a combined basis must use a combined MCTD allocation percentage.

Determine MCTD premiums and MCTD wages using the same principles set out in section 1504(a) and (b) of the Tax Law to determine New York premiums and New York wages, salaries, commissions and other compensation.

Line 4 - Multiply the percentage on line 3 by nine.

Line 7 - Divide MCTD wages by New York wages.

Line 9 - Divide the sum of the percentages on line 8 by ten.

Line 10 - Enter your New York State franchise tax from your franchise tax return, Form CT-33, line 13, or Form CT-33-A, line 16.

Line 13 - Insurance corporations organized or domiciled in New York State may claim a credit on this line for 90% of retaliatory taxes paid to other states for the privilege of doing business in those states, which resulted from the imposition of the MTA surcharge for the 1997 tax year. Enter the smaller of 90% of retaliatory taxes

paid in 1997 attributable to the 1997 MTA surcharge or the amount of MTA surcharge shown on line 12. Attach computation. Enter "0" if no retaliatory tax credit is claimed. To claim a refund for retaliatory taxes paid in 1997 as a result of the imposition of the MTA surcharge for previous periods, see lines 29 through 38.

Line 15b - If you did not file Form CT-5 or Form CT-5.3, and your franchise tax exceeds \$1,000, enter 25% of line 14. Your franchise tax can be found on your tax return:

CT-33 Line 13
CT-33-A Line 16

Line 17 - Enter any MTA surcharge payment made with Form CT-5, *Request for Six-Month Extension of Time to File*. Prepayments may be computed on the back of the form and transferred to this line. Prepayments will include any MTA surcharge payment made with Form CT-5 (extension), installment payments of MTA surcharge on Form CT-400, credit carryovers from prior years and overpayments of franchise tax from Form CT-33 or Form CT-33-A.

Line 20 - If you do not pay the MTA surcharge on or before the original due date (without regard to any extension of time), you must pay interest on the amount of the underpayment from the original due date to the date paid. Exclude from the interest computation any amount shown on line 15a or 15b, first installment of estimated tax for next period.

Line 21 - Additional charges for late filing and late payment are computed on the amount of MTA surcharge required to be shown on the return after deduction of any payment made on or before the due date determined with regard to any extension of time for filing. Exclude from the penalty computation any amount shown on line 15a or 15b, first installment of estimated tax for next period.

A If you do not file a return when due or if your request for extension is invalid, add to the MTA surcharge 5% per month up to 25% (section 1085(a)(1)(A)).

B If you do not file a return within 60 days of the due date, the addition to the MTA surcharge in item A above cannot be less than the smaller of \$100 or 100% of the amount required to be shown as the MTA surcharge (section 1085(a)(1)(B)).

C If you do not pay the MTA surcharge shown on a return, add to the MTA surcharge ½% per month up to 25% (section 1085(a)(2)).

D The total of the additional charges in items A and C above may not exceed 5% for any one month except as provided for in item B above (section 1085(a)).

If you think you are not liable for these additional charges, attach a statement to your return explaining the delay in filing and/or payment (section 1085).

NOTE: You may have the interest (line 20) and/or penalty (line 21) computed for you by calling the Business Tax Information Center at the number listed in the *Need Help?* section on Form CT-33-M.

Line 23 - You may apply all or part of your overpayment to your New York State franchise tax. Indicate on lines 24, 25 and 26 the amount you want applied to your tax and the amount you want refunded.

Line 28 - Collection of debts from your refund — We will keep all or part of your refund if you owe a past-due legally enforceable debt to the Internal Revenue Service or a New York State agency. This includes any state department, board, bureau, division, commission, committee, public authority, public benefit corporation, council, office, or other entity performing a governmental or proprietary function for the state or a social services district. Any amount over your debt will be refunded.

If you have any questions about whether you owe a past-due legally enforceable debt to the Internal Revenue Service or a state agency, contact the IRS or that particular state agency.

For New York State tax liabilities **only** call 1 800 835-3554 (outside the U.S. and Canada call (518) 485-6800) or write to NYS TAX DEPARTMENT, TAX COMPLIANCE DIVISION, W A HARRIMAN CAMPUS, ALBANY NY 12227.

Claim for Refund of MTA Surcharge Retaliatory Tax Credit

Insurance corporations organized or domiciled in New York State must use lines 29 through 38 to claim a refund for retaliatory taxes paid to other states as a result of the imposition of the metropolitan transportation business tax (MTA surcharge). The surcharge credit available for a given year may not exceed the MTA surcharge payable for that year as computed pursuant to section 1505-a of the Tax Law. The credit is claimed in the year paid, but is attributed to the year in which the retaliatory taxes were imposed or assessed.

Attach a separate sheet to the refund claim, identifying the recipients of the tax and the amount paid to each recipient, broken down to reflect the year to which the taxes are attributable.

A credit cannot be claimed for taxes paid to other states on or after the *limitation date* for each MTA surcharge tax year. The *limitation date* is the first day of the sixth calendar year following the calendar year in which an insurer's MTA surcharge tax year begins. For example, for an MTA surcharge tax year ending December 31, 1992, the limitation date for filing a claim for refund would be January 1, 1998. For a 12-month fiscal MTA surcharge

tax year ending November 30, 1993, the limitation date for filing a claim for refund would still be January 1, 1998. For additional information see TSB-M-85(4)C.

Line 29 - Enter MTA surcharge payable for each year for which a credit is being claimed.

Line 30 - Enter retaliatory tax credits allowed in prior years that are attributable to the MTA surcharge. Include all credits claimed on Form CT-33-M.

Line 32 through 36 - Do not include on these lines any amounts attributable to retaliatory taxes that were previously claimed on Form CT-33-M for any year.

Line 37 - Enter in the appropriate column, for the correct year, the total MTA surcharge retaliatory tax credits allowed to date. Include any credits previously allowed on Form CT-33-M or previously filed Form CT-33-R, as well as amounts claimed in Columns A through E on lines 32 through 36.