



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

Part 1 — Computation of credit

A Enter the calendar year shown on the certificate of tax credit from the New York State Office of Homeland Security **A.**

1 Security officer training tax credit (attach a copy of the certificate of tax credit from the New York State Office of Homeland Security)	1.	<input type="text"/>	.	<input type="text"/>
2 Partner, shareholder, beneficiary share of credit (from Part 2, line 7)	2.	<input type="text"/>	.	<input type="text"/>
3 Add lines 1 and 2.....	3.	<input type="text"/>	.	<input type="text"/>
4 Fiduciary: Enter the share of credit allocated to beneficiaries from Part 3, column C	4.	<input type="text"/>	.	<input type="text"/>
5 Total security officer training tax credit (subtract line 4 from line 3)	5.	<input type="text"/>	.	<input type="text"/>

Individual: Enter the line 5 amount and code **631** on Form IT-201-ATT, line 12, or Form IT-203-ATT, line 12.

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

Fiduciary: Include the line 5 amount on Form IT-205, line 33.

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

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

A Name of entity	B Type	C Employer identification number	D Share of credit
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> . <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> . <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> . <input type="text"/>
6 Total column D amounts from additional Form(s) IT-631, if any			6. <input type="text"/> . <input type="text"/>
7 Total credit (add column D amounts, including any amount from line 6; enter here and on line 2 above).			7. <input type="text"/> . <input type="text"/>

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

A Beneficiary's name (same as on Form IT-205, Schedule C)	B Identifying number	C Share of credit
Total	<input type="text"/>	<input type="text"/> . <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> . <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> . <input type="text"/>
Fiduciary	<input type="text"/>	<input type="text"/> . <input type="text"/>

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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); Article 32 (franchise tax on banking 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, 32, or 33 should complete Form CT-631, *Claim for Security Officer Training Tax Credit*.

The credit amount equals \$3000 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 Office of Homeland Security. For rules and regulations regarding the credit, access the New York State Office of Homeland Security Web site at www.security.state.ny.us.

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 Office of Homeland Security, 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.

Filling in your tax forms

For complete information on how to fill in New York State scannable income tax forms, see the instructions for:

- resident return (Form IT-201),

- nonresident and part-year resident return (Form IT-203),
- partnership return (Form IT-204), **or**
- fiduciary return (Form IT-205).

Also see the instructions for the returns above for the *Privacy notification* or if you need help contacting the Tax Department.

Specific instructions

Individual (including sole proprietor) and partnership

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

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

Complete Part 1, lines 1 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, attach all Forms IT-631 to Form IT-205, *Fiduciary Income Tax Return*, showing each beneficiary's share of credit.

Part 1 — Computation of credit

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

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. Attach the extra forms to the back of the first Form IT-631. Include on line 6 of the first Form IT-631 the total of column D from all attached 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.

