



# NYC DECLARATION OF ESTIMATED TAX BY GENERAL CORPORATIONS

## 400

▲ DO NOT WRITE IN THIS SPACE - FOR OFFICIAL USE ONLY ▲

For CALENDAR YEAR 2004 or FISCAL YEAR beginning \_\_\_\_\_, \_\_\_\_\_ and ending \_\_\_\_\_, \_\_\_\_\_

**2004**

Print or Type ▼

Name (If combined filer, give name of reporting corporation) See Instructions		EMPLOYER IDENTIFICATION NUMBER  [ ] - [ ]	
Address (number and street)			
City and State	Zip Code		
Business telephone number	Person to contact		

### COMPUTATION OF ESTIMATED TAX

1. Declaration of estimated tax for current year.....● 1.		
2. Payment on account of estimated tax (see instructions) .....2.		
3. Credit for overpayment of last year's tax (see instructions) ..3.		
4. Total payments and credits (line 2 plus line 3) .....● 4.		
5. UNPAID BALANCE (line 1 less line 4) .....5.		
6. Amount paid with this declaration.....● 6.		

KEEP A COPY OF THIS DECLARATION FOR YOUR RECORDS. SEE INSTRUCTIONS ON THE REVERSE SIDE.

### CERTIFICATION OF AN ELECTED OFFICER OF THE CORPORATION

SIGN HERE →

I hereby certify that this form, including any accompanying rider, is, to the best of my knowledge and belief, true, correct and complete.

▲ Signature of Officer

▲ Title

▲ Date

#### MAILING INSTRUCTIONS:

**FORM WITHOUT REMITTANCE:**  
NYC DEPARTMENT OF FINANCE  
P.O. BOX 5080  
KINGSTON, NY 12402-5080

**FORM WITH REMITTANCE:**  
NYC DEPARTMENT OF FINANCE  
P. O. BOX 5070  
KINGSTON, NY 12402-5070

Make remittance payable to the order of:  
**NYC DEPARTMENT OF FINANCE**  
Payment must be made in U.S.dollars,  
drawn on a U.S. bank.

To receive proper credit, you must enter your correct Employer Identification Number on your declaration and remittance.

**WHO MUST FILE**

Every corporation subject to the New York City General Corporation Tax (Title 11, Chapter 6, Subchapter 2 of the Administrative Code) must file a declaration (NYC-400) if its estimated tax for the current year can reasonably be expected to exceed \$1,000. The term "estimated tax" means the amount of tax the taxpayer estimates to be imposed by section 11-603 of the Administrative Code less the sum of the credits estimated to be allowable against the tax. For a group filing a combined return, this declaration should be filed by the group member filing the return and paying the tax.

**NOTE:** If the current year's tax is reasonably estimated to exceed \$1,000, a declaration is required even if this is the first year of business in New York City for the taxpayer or the taxpayer paid only the \$300 minimum tax for the preceding year. Failure to pay or underpayment of estimated tax in these circumstances will result in penalties.

**LINE 2 - PAYMENT OF ESTIMATED TAX**

Corporations whose tax liability for the preceding year exceeds \$1,000 are required to pay, with the tax report for the preceding year or with the application for extension of time for the filing of such report, 25% of the tax liability for the preceding year as a first installment of estimated tax for the current year. After taking credit for that 25% payment and for the amount described in the instructions for line 3, taxpayers filing declarations of estimated tax are required to pay the balance of estimated tax in fractional installments.

**DECLARATION AND ESTIMATED TAX DUE DATES**

<b>If the requirements for filing a declaration are first met during the taxable year:</b>	<b>File the declaration on or before the:</b>	<b>The balance of estimated tax is due as follows:</b>
Before the first day of the 6th month	15th day of the 6th month	<ul style="list-style-type: none"> <li>● 1/3 by the 15th day of the 6th month</li> <li>● 1/3 by the 15th day of the 9th month</li> <li>● 1/3 by the 15th day of the 12th month</li> </ul>
On or after the first day of the 6th month	15th day of the 9th month	<ul style="list-style-type: none"> <li>● 1/2 by the 15th day of the 9th month</li> <li>● 1/2 by the 15th day of the 12th month</li> </ul>
On or after the first day of the 9th month	15th day of the 12th month. In lieu of this declaration, a completed tax report, with payment of any unpaid balance of tax, may be filed on or before the 15th day of the 2nd month of the following year.	In full with declaration

*If any of the above dates fall on a Saturday, Sunday or legal holiday, the due date is the next business day.*

**LINE 3 - OVERPAYMENT CREDIT**

This is the amount of overpayment, if any, shown on last year's report which you elected to have applied as a credit against the current year's tax.

**AMENDMENTS**

An amended declaration should be filed, if necessary, to correct the tax estimate and related payments. Use the NYC-400 or Notice of Estimated Tax Payment Due (Form NYC-B100) for making amendment. If the amendment is made after the 15th day of the 9th month of the taxable year, any increase in tax must be paid with the amendment.

**LATE FILING**

If the declaration is filed after the time prescribed in the chart above, all installments of estimated tax due on or before such time are payable at once and the remaining installments are due as if the declaration were timely filed.

**PENALTY**

The law imposes penalties for failure to pay or underpayment of estimated tax. (Refer to Section 11-676, Subdivisions 3 and 4 of the Administrative Code.)

**ELECTRONIC FILING**

Note: Register for electronic filing. It is an easy, secure and convenient way to file and pay an extension on-line.

For more information log on to [www.nyc.gov/nycefile](http://www.nyc.gov/nycefile)