



Period beginning \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Period ending \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name: \_\_\_\_\_ Name Change

In Care of: \_\_\_\_\_

Address (number and street): \_\_\_\_\_ Address Change

City and State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country (if not US): \_\_\_\_\_

Business Telephone Number: \_\_\_\_\_ Taxpayer's Email Address \_\_\_\_\_

EMPLOYER IDENTIFICATION NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

OR

SOCIAL SECURITY NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

FEDERAL BUSINESS CODE: \_\_\_\_\_

2-CHARACTER SPECIAL CONDITION CODE IF APPLICABLE (SEE INSTRUCTIONS): \_\_\_\_\_

Check type of business entity:  Corporation  Partnership  Individual  Amended return

Initial return: Date business began \_\_\_\_ - \_\_\_\_ - \_\_\_\_  Final return: Date business ended \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
(Check this box if you have ceased operations in NYC)

**SCHEDULE A Computation of Gross Income (See instructions)**

		Payment Amount	
A. Payment	Amount being paid electronically with this return .....	A.	
<b>UTILITY INCOME (without any deductions)</b>			
1.	Revenue from sales or services .....	1.	
<b>MISCELLANEOUS REVENUE (without any deductions)</b>			
2.	Commissions .....	2.	
3.	Merchandise and jobbing .....	3.	
4.	Miscellaneous service .....	4.	
5.	Advertising .....	5.	
6.	Licenses .....	6.	
7.	Miscellaneous (explain in Schedule C) .....	7.	
8.	TOTAL (add lines 1 through 7) .....	8.	
<b>NON- OPERATING INCOME</b>			
9.	Interest from persons other than corporations .....	9.	
10.	Royalties .....	10.	
11.	Profits from the sale of securities .....	11.	
12.	Profit from the sale of real property .....	12.	
13.	Profit from sale of personal property (other than property of a kind which would properly be included in the inventory of the taxpayer) .....	13.	
14.	Miscellaneous (including gains or profits from any source whatsoever) (explain in Schedule C) .....	14.	
15.	TOTAL NON-OPERATING INCOME (add lines 9 through 14) .....	15.	
16.	GROSS INCOME (add lines 8 and 15) .....	16.	
<b>COMPUTATION OF AMOUNT DUE</b>			
17.	Tax (line 16 x 2.35%) .....	17.	
18.	Sales and use tax refunded .....	18.	
19.	TOTAL TAX (add lines 17 and 18) .....	19.	
20a.	REAP Credit (from NYC-9.5UTX, Section I, line 11, or Section II, line 3) (attach form) .....	20a.	
20b.	LMREAP Credit (from Form NYC-9.8UTX, Section I, line 11, or Section II, line 3) .....	20b.	
20c.	Credit for rebates and discounts of charges for energy users (attach schedule) .....	20c.	
20d.	Previous payment .....	20d.	
21.	TOTAL PAYMENTS AND CREDITS (add lines 20a through 20d) .....	21.	
22.	If line 19 is larger than line 21, enter balance due .....	22.	
23.	If line 19 is smaller than line 21, enter overpayment .....	23.	
24.	Amount of line 23 to be refunded .....	24.	
25.	Interest (see instructions) .....	25.	
26.	Penalty (see instructions) .....	26.	
27.	TOTAL REMITTANCE DUE (add lines 22, 25 and 26) .....	27.	

**CERTIFICATION OF TAXPAYER**

I hereby certify that this return, including any accompanying schedules or statements, has been examined by me, and is, to the best of my knowledge and belief, true, correct and complete. I authorize the Dept. of Finance to discuss this return with the preparer listed below. (see instructions) ..... YES

Signature of owner, partner or officer of corporation ▲ Title ▲ Date ▲ Firm's Email Address

Preparer's signature ▲ Preparer's printed name ▲ Date ▲ Check if self-employed  Preparer's Social Security Number or PTIN

Firm's name ▲ Address ▲ Zip Code ▲ Firm's Employer Identification Number

**SCHEDULE B**

Enter below all income received during the period covered by this return and NOT reported in Schedule A.

EXPLANATION	AMOUNT

**SCHEDULE C**

Details of miscellaneous income, lines 7 and 14 reported in Schedule A.

REFER TO LINE # ON PAGE 1	EXPLANATION	AMOUNT

**ADDITIONAL INFORMATION REQUIRED**

- A. State kind and nature of business \_\_\_\_\_
  - B. Telephone number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_
  - C. If a corporation, in what state did you incorporate? \_\_\_\_\_
  - D. Does this return cover business at more than one location? .....  Yes  No  
(IF YES, YOU MUST ATTACH A SCHEDULE LISTING ADDRESS AND GROSS INCOME APPLICABLE TO EACH LOCATION.)
  - E. The books of the taxpayer are in the care of: \_\_\_\_\_  
Name ▲ Address ▲ Telephone ▲
  - F. Does this taxpayer pay rent greater than \$200,000 for any premises in NYC in the borough of Manhattan south of 96th Street for the purpose of carrying on any trade, business, profession, vocation or commercial activity? .....  YES  NO
  - G. If "YES", were all required Commercial Rent Tax Returns filed? .....  YES  NO
- Please enter Employer Identification Number which was used on the Commercial Rent Tax Return: \_\_\_\_\_

**MAILING INSTRUCTIONS**

**ALL RETURNS EXCEPT REFUND RETURNS**

NYC DEPARTMENT OF FINANCE  
UTILITY TAX  
P.O. BOX 5564  
BINGHAMTON, NY 13902-5564

**REMITTANCES**

**PAY ONLINE WITH FORM NYC-200V  
AT NYC.GOV/ESERVICES**

OR

**Mail Payment and Form NYC-200V ONLY to:**

NYC DEPARTMENT OF FINANCE  
P.O. BOX 3933  
NEW YORK, NY 10008-3933

**RETURNS CLAIMING REFUNDS**

NYC DEPARTMENT OF FINANCE  
UTILITY TAX  
P.O. BOX 5563  
BINGHAMTON, NY 13902-5563



# Instructions for Form NYC-UXP

NEW YORK CITY DEPARTMENT OF FINANCE



## IMPORTANT INFORMATION CONCERNING FORM NYC-200V AND PAYMENT OF TAX DUE

Payments may be made on the NYC Department of Finance website at [nyc.gov/eservices](http://nyc.gov/eservices), or via check or money order. If paying with check or money order, do not include these payments with your New York City return. Checks and money orders must be accompanied by payment voucher form NYC-200V and sent to the address on the voucher. Form NYC-200V must be postmarked by the return due date to avoid late payment penalties and interest. See form NYC-200V for more information.

## GENERAL INFORMATION

### HIGHLIGHTS OF LEGISLATION

For tax periods beginning on or after January 1, 2009, Utility Tax refunds may be claimed up to three years from the time the return is filed or two years from the time the tax is paid, the same as the period applying to refunds of General Corporation Tax, Business Corporation Tax, the Unincorporated Business Tax, and the Bank Tax. Administrative Code section 11-1108(a), as amended by Chapter 201 of the Laws of 2009, section 35.

Beginning January 1, 2006, metered sales of energy to tenants of certain cooperative housing corporations are exempted from the City utility tax. The exemption applies to cooperative corporations with at least 1,500 apartments that own or operate a cogeneration facility that was in place before January 1, 2004 (or that replaces such a facility), and that make metered sales of the energy produced for the development's tenants or occupants. See Ad. Code §§11-1101.25, 11-1101.26 and 11-1102(g). A return must still be filed by the cooperative corporation using a tax rate of zero.

For information concerning the Relocation Employment Assistance Program (REAP) see the Department of Finance website at:

<http://www1.nyc.gov/site/finance/benefits/business-reap.page>

Effective for tax periods beginning on and after August 1, 2002, entities that receive eighty percent or more of their gross receipts from charges for the provision of mobile telecommunications services to customers will be taxed as if they were regulated utilities for purposes of the New York City Utility Tax, General Corporation Tax, Business Corporation Tax, Banking Corporation Tax and Unincorporated Business Tax. Thus, such entities will be subject to only the New York City Utility Tax. The amount of gross income subject to tax has been amended to conform to the Federal Mobile Telecommunications Sourcing Act of 2000. In addition, if any such entity is a partnership, its partners will not be subject to the New York City Utility Tax on their distributive share of the income of any such entity. Finally, for tax years beginning on and after August 1, 2002, partners in any such entity will not be subject to General Corporation Tax, Business Corporation Tax, Banking Corporation Tax or Unincorporated Business Tax on their distributive share of the income of any such entity. Chapter 93, Part C, of the Laws of New York, 2002.

**NOTE:** There have been substantial changes to the Energy Cost Savings Program. For information, call (212) 513-6345.

### Special Condition Codes

Check the Finance website for applicable special condition codes. If applicable, enter the two character code in the box provided on the form.

### SCHEDULE A - COMPUTATION OF GROSS INCOME

**Enter in Schedule A that part of gross income, without any deductions, derived from business conducted wholly within the territorial limits of NYC. (See first bulleted item under "Gross Income" for a discussion of what income from mobile telecommunications is deemed to be from business conducted wholly within the City.) Enter all other gross income in Schedule B, page 2.**

### GROSS INCOME

#### *Include on lines 1-7:*

- for tax periods beginning on or after August 1, 2002, include in Gross Income reported on Schedule A, 84 percent of **ALL** charges for mobile telecommunications services to customers where the place of primary use of the customer is in the City. Such receipts are deemed to be derived from business conducted wholly within the City. See, Ad. Code §11-1102(c) as amended. For this purpose, "place of primary use" has the same meaning as in the Federal Mobile Telecommunications Sourcing Act of 2000. See, Ad. Code §11-1101(20) as amended.
- all receipts from any sale made, including receipts from the sales of residuals and by-products (except sale of real property, securities and noninventoriable personal property) or service rendered in the City, including cash, credits and property of any kind or nature (whether or not the sale is made or the service is rendered for profit) without any deduction for any cost, expense or discount paid.

#### *Include on lines 9-14:*

- profit from the sale of real property;
- profit from the sale of securities;
- profit from the sale of non-inventoriable personal property;
- receipts from interest, dividends and royalties (other than interest and dividends received from corporations) without deduction for any expense; and
- gains or profits from any source whatsoever except as specifically excluded below.

#### *Do not include:*

- for tax periods beginning on or after August 1, 2002, the taxpayer's distributive share, if any, of income, gains, losses and deductions from any partnership subject to the NYC Utility Tax as a utility or vendor of utility services, including its share of separately reported items. Ad. Code §11-1102(f)(2). (See "UTILITY" defined below.)
- gross income from sales for resale other than sales of gas, electricity, steam, water or refrigeration or gas, electric, steam, water or refrigeration service to a vendor of utility services for resale to tenants.
- rents, except those derived from facilities used in the public service, modified as provided in Ad. Code §11-1101.4.

### SCHEDULE B

Enter all other income in Schedule B, page 2.

### UTILITY

Every person subject to the supervision of the Department of Public Service of the State of New York. Effective for tax periods beginning on and after August 1, 2002, entities that receive eighty percent or more of their gross receipts from charges for the provision of mobile telecommunications services to customers will be taxed as if they were subject to the supervision of the Department of Public Service of the State of New York.

**Line 18 - Sales and Compensating Use Tax Refunds**

If you received a refund in the current period of any sales and use taxes for which you claimed a credit in a prior period, enter the amount of such refund on line 18.

**Line 20a - Credits from form NYC-9.5UTX**

Enter on this line the credit against the Utility Tax for the relocation and employment assistance program. (Attach Form NYC-9.5UTX.)

**Line 20b - Credits from form NYC-9.8UTX**

Enter on this line the credit against the Utility Tax for the Lower Manhattan relocation and employment assistance program. (Attach Form NYC-9.8UTX.)

**IMPOSITION/BASIS/RATE OF TAX**

The tax is imposed on every utility for the privilege of exercising a franchise or franchises, holding property or doing business in New York City.

A utility other than a railroad, bus company or other common carrier is taxable at 2.35% of gross income as defined above.

**INTEREST**

If the tax is not paid on or before the due date, interest must be paid on the amount of the underpayment from the due date to the date paid. For information as to the applicable rate of interest, visit the Finance website at [nyc.gov/finance](http://nyc.gov/finance) or call 311. Interest amounting to less than \$1 need not be paid.

**PENALTIES**

- If you fail to file a return when due, add to the tax (less any payments made on or before the due date or any credits claimed on the return) 5% for each month or partial month the form is late, up to 25%, unless the failure is due to reasonable cause.
- If this form is filed more than 60 days late, the above late filing penalty cannot be less than the lesser of (1) \$100 or (2) 100% of the amount required to be shown on the form (less any payments made by the due date or credits claimed on the return).
- If you fail to pay the tax shown on the return by the prescribed filing date, add to the tax (less any payments made or any credits claimed on the return) 1/2% for each month or partial month the payment is late up to 25%, unless the failure is due to reasonable cause.
- The total of the additional charges in a) and c) may not exceed 5% for any one month except as provided for in b).
- Additional penalties may be imposed on any underpayment of the tax.

If you claim not to be liable for these additional charges, a statement in support of your claim should be attached to the return.

**SIGNATURE**

This report must be signed by an officer authorized to certify that the statements contained herein are true. If the taxpayer is a partnership or another unincorporated entity, this return must be signed by a person duly authorized to act on behalf of the taxpayer.

**FILING A RETURN AND PAYMENT OF TAX**

Returns are due on or before the 25th day of each month, if filing on a monthly basis, covering gross income for the preceding calendar month. However, if the tax liability is less than \$100,000 for the preceding calendar year, determined on an annual or annualized basis, returns are due for the current tax year on a semi-annual basis on or before July 25th and January 25th covering a six-month tax period of January-June

and July-December, respectively.

Payment must be made in U.S. dollars, drawn on a U.S. bank. Checks drawn on foreign banks will be rejected and returned. Make remittance payable to the order of: NYC DEPARTMENT OF FINANCE.

For further information, call 311. If calling from outside the five NYC boroughs, call 212-NEW-YORK (212-639-9675).

**Preparer Authorization:** If you want to allow the Department of Finance to discuss your return with the paid preparer who signed it, you must check the "yes" box in the signature area of the return. This authorization applies only to the individual whose signature appears in the "Preparer's Use Only" section of your return. It does not apply to the firm, if any, shown in that section. By checking the "Yes" box, you are authorizing the Department of Finance to call the preparer to answer any questions that may arise during the processing of your return. Also, you are authorizing the preparer to:

- Give the Department any information missing from your return,
- Call the Department for information about the processing of your return or the status of your refund or payment(s), and
- Respond to certain **notices that you have shared with the preparer** about math errors, offsets, and return preparation. The notices **will not** be sent to the preparer.

**You are not authorizing** the preparer to receive any refund check, bind you to anything (including any additional tax liability), or otherwise represent you before the Department. The authorization cannot be revoked; however, the authorization will automatically expire twelve (12) months after the due date (without regard to any extensions) for filing this return. **Failure to check the box will be deemed a denial of authority.**

**MAILING INSTRUCTIONS**

All returns, except refund returns:

**NYC Department of Finance**  
**Utility Tax**  
**P.O. Box 5564**  
**Binghamton, NY 13902-5564**

**Remittances** - Pay online with Form NYC-200V at [nyc.gov/eservices](http://nyc.gov/eservices), or Mail payment and Form NYC-200V only to:

**NYC Department of Finance**  
**P.O. Box 3933**  
**New York, NY 10008-3933**

Returns claiming refunds:

**NYC Department of Finance**  
**Utility Tax**  
**P.O. Box 5563**  
**Binghamton, NY 13902-5563**

**TO AVOID THE IMPOSITION OF PENALTIES, your amount of the tax due must be paid in full and this return must be filed and postmarked within 25 days after the end of the period covered by the return.**