



# City of New York Nonresident Partner Allocation

# IT-204-NYC

|                                |                                |
|--------------------------------|--------------------------------|
| Name (as shown on Form IT-204) | Employer identification number |
|--------------------------------|--------------------------------|

**Part I — Number of city of New York nonresident partners** .....

| <b>Part II — Net earnings from self employment</b> | <b>A</b><br>Total amount reported on federal Form 1065, Schedule K, line 15a | <b>B</b><br>Total city of New York amount |
|--|--|---|
| Partnership's net earnings from self-employment    |  |   |

**Part III — Formula basis allocation of income** (if books do not reflect income earned in the city of New York)  
(See instructions on back.)

| Items used as factors  | A<br>Totals - in and out of the city of New York | B<br>City of New York amounts | C<br>Percent column B is of column A |
|--|--|-------------------------------|--------------------------------------|
| Property percentage (see instructions)   |  |                               |                                      |
| <b>1</b> Real property owned .....   | <b>1</b>   |                               |                                      |
| <b>2</b> Real property rented from others .....  | <b>2</b>   |                               |                                      |
| <b>3</b> Tangible personal property owned .....  | <b>3</b>   |                               |                                      |
| <b>4</b> Property percentage (add lines 1, 2 and 3; see instructions) .....  | <b>4</b>   |                               | %                                    |
| <b>5</b> Payroll percentage (see instructions) .....   | <b>5</b>   |                               | %                                    |
| <b>6</b> Gross income percentage (see instructions) .....  | <b>6</b>   |                               | %                                    |
| <b>7</b> Total of percentages (add column C, lines 4, 5 and 6) .....   | <b>7</b>   |                               | %                                    |
| <b>8</b> Business allocation percentage (divide line 7 by three or by actual number of percentages if less than three) ..... | <b>8</b>   |                               | %                                    |



- This form, when complete, constitutes the return required under New York City local law.
- Attach this form to Form IT-204.

|                                 |  |                        |  |                  |                              |      |
|---------------------------------|--|------------------------|--|------------------|------------------------------|------|
| <b>Paid preparer's use only</b> | Preparer's signature                     | Date                   | Mark "X" if self-employed <input type="checkbox"/> | <b>Sign here</b> | Signature of general partner | Date |
|                                 | Firm's name (or yours, if self-employed) | Preparer's SSN or PTIN |  |                  |                              |      |
|                                 | Address                                  |                        | Employer identification number                     |                  |                              |      |

# Instructions

## General information

### Who must file

Effective for tax years of a partnership beginning on or after July 1, 1996, the income allocation method for purposes of the New York City unincorporated business tax has been changed. The new method no longer corresponds to the allocation method required to be used by nonresident partners under the New York City nonresident earnings tax. Accordingly, a partnership whose tax year began on or after July 1, 1996, **must use this form** to allocate its nonresident partners' net earnings from self-employment to New York City. The allocation computed on Form NYC-204, *City of New York Unincorporated Business Tax Partnership Return*, may **not** be used.

Every partnership doing business in the city of New York and having a partner who is a nonresident of New York City must complete Form IT-204-NYC. **Attach Form IT-204-NYC to your New York State Partnership Return, Form IT-204.**

A partnership is doing business in New York City if:

- it maintains or operates in New York City an office, a shop, a store, a warehouse, a factory, an agency or other place where its affairs are systematically and regularly carried on; or
- it performs a series of acts or transactions in New York City with regularity and continuity for livelihood or profit, as distinguished from isolated or incidental transactions.

## Specific instructions

Print or type the partnership name and employer identification number in the spaces provided.

### Part I

Enter in this part the number of partners who are nonresidents of New York City.

### Part II

**Column A** — Enter in this column the total amount of net earnings from self-employment of the partnership as reported on federal Schedule K, line 15a.

**Column B** — Enter in this column the amount of net earnings from self-employment from the *City of New York*. If the partnership carries on a business both in and out of New York City and maintains records from which the New York City income can be determined, enter in this column the net earnings from self-employment derived from New York City sources as determined from the books of account (attach computation).

A partnership carrying on business in and out of New York City that does not maintain books and records from which the New York City net earnings from self-employment can be determined must use the business allocation percentage computed at Part III, line 8.

### Part III

Complete Part III if the partnership carries on business both in and out of New York City but does not maintain books and records from which the New York City net earnings from self-employment can be determined.

Even though Part III may not fairly and equitably reflect the income from New York City and an authorized alternate allocation method is used, Part III must still be completed. A detailed explanation of the authorized alternate method used to determine the New York City income must be attached, together with full details of any *changes* increasing or decreasing the amount of New York City income computed by the authorized alternate method.

### Property percentage - Lines 1, 2, 3, and 4

Figure the average value of real and tangible personal property connected with the partnership by completing lines 1, 2, 3 and 4.

**Line 1 Real property owned** — Enter in column A the average value of all real property owned by the business. Enter in column B the average value of real property located within New York City.

The average value of the property is determined by (1) adding its adjusted basis at the beginning of the taxable year to its adjusted basis at the end of the taxable year and (2) dividing by two.

**Line 2 Real property rented from others** — The value of real property rented to the business and to be included in line 2 is eight times the gross rent payable during the taxable year for which the return is filed. Gross rent includes: any amount payable for the use or possession of real property, or any part thereof, whether designated as a fixed sum of money or as a percentage of sales, profits or otherwise; any amount payable as additional rent, or in lieu of rent, such as interest, taxes, insurance, repairs or any other amount required to be paid by the terms of a lease or other agreement; and a portion of the cost of any improvement to real property made by or on behalf of the business that reverts to the owner or lessor upon termination of a lease or other arrangement. However, if a building is erected on leased land by or on behalf of the business, the value of the building is determined in the same manner as if it were owned by the business.

**Line 3 Tangible personal property owned** — Enter in column A the average value (determined in accordance with the instructions for line 1) of all tangible personal property owned by the business. Enter in column B the average value of tangible personal property located in New York City.

**Line 4 Property percentage** — Add lines 1, 2 and 3 in columns A and B and enter the total on line 4. Divide the column B total by the column A total and carry the result to four decimal places. For example, if the total in column A is \$15,000 and the total in column B is \$10,000, divide \$10,000 by the \$15,000 and enter the result (.6667) as a percentage (66.67%) in column C.

**Line 5 Payroll percentage** — The amounts to be entered on line 5 include wages and other personal service compensation paid only to **employees** of the partnership. Do not include payments to nonemployees such as independent contractors and independent sales agents. Enter on line 5 in column A the total wages and personal service compensation paid to employees during the taxable year for partnership operations carried on both in and out of New York City. Enter on line 5 in column B the amount of that pay for operations carried on in New York City. Operations are considered to be carried on in New York City if the employee works in or travels out of an office or other place of business located in New York City. If on Form IT-204, Schedule B, Part I, line 13, you subtracted an amount based on wages not allowed because of either the Indian employment credit, a work opportunity credit, or an empowerment zone credit, this change should be reflected here in wages and salaries paid during the year. Divide the column B total by the column A total. Carry the result to four decimal places and enter it as a percentage in column C.

**Line 6 Gross income percentage** — The amount to be entered on line 6 in column A is total gross sales made, or charges for services performed, by the partners or by employees, agents, agencies or independent contractors of the partnership in and out of New York City. The amount to be entered on line 6 in column B is the part of total gross sales or charges that represents sales made or services performed by or through an agency in New York City. This includes sales made or services performed by employees, agents, agencies or independent contractors situated at, connected with or sent out from offices of the partnership (or its agencies) located in New York City.

## Paid preparer must sign the return

Anyone you pay to prepare the return must sign it and fill in the other blanks in the paid preparer's area of the return. The preparer required to sign the return must sign it by hand; signature stamps or labels are not acceptable. If anyone prepares the return and does not charge you, the paid preparer's area should not be filled in.

**Note to paid preparers** — When signing a taxpayer's New York State income tax return, you must enter the same identification number that you used on the taxpayer's federal return, either your social security number or your federal preparer tax identification number (PTIN). If you did not prepare a federal income tax return for the taxpayer, you must use your PTIN if you have one; otherwise, use your social security number.

## Paid preparers

Paid preparers may be subject to a penalty for failure to conform to certain requirements. For more information see Form IT-204-I, *Instructions for Form IT-204*.