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New York State Department of Taxation and Finance

Instructions for Form NYC-210
Claim for New York City School Tax Credit

NYC-210-I

General information

Who qualifies

To claim the New York City (NYC) school tax credit, you must have lived in NYC for all or part of 2013. However, you cannot claim this credit if you can be claimed as a dependent on another taxpayer's federal return. If you qualify, we will compute the amount of your credit.

Purpose of form

If you qualify for the NYC school tax credit and are **not** filing a tax return on Form IT-201 or IT-203 for 2013, use Form NYC-210 to claim your NYC school tax credit. File your Form NYC-210 as soon as you can after January 1, 2014. You must file your 2013 claim no later than April 17, 2017. We will compute the amount of your credit.

If you **are** filing a tax return, you will claim and compute your credit on your return; do not file Form NYC-210. File your New York State income tax return as soon as you can after January 1, 2014, but no later than April 15, 2014.

Filing Form NYC-210 for past years

If you qualified to file Form NYC-210 for past years but failed to do so, you may still be able to receive a NYC school tax credit for those years. To determine if you can file Form NYC-210, see the table below:

Year	Last date to file
2010	April 15, 2014
2011	April 15, 2015
2012	April 15, 2016

Filling in your claim form

Please keep your name and address entries within the spaces provided. For example, your first name and middle initial should not go past the vertical line separating them from your last name, and your last name should start to the right of the vertical line. Also keep your mailing address, ZIP code, and other entries within the boxes provided.

Foreign addresses – Enter the information in the following order: city, abbreviation for the province or state, postal code (follow the country's practice), and country. **Do not abbreviate the country name.**

You must enter your date(s) of birth and social security number(s) in the boxes to the right of the name and address box. If married, be sure your date(s) of birth and social security numbers are in the same order as your names.

Enter the county of residence in New York City that qualifies you for the credit: Kings County (Brooklyn), Bronx, New York County (Manhattan), Richmond County (Staten Island) or Queens. On the bottom line of the name and address box, enter the address where you lived in New York City in 2013 if it is different from your mailing address. If not, enter the word ***same*** on this line.

Decedent information – If the taxpayer whose name is listed **first** on the credit form died after December 31, 2012, enter the date of death in the box labeled *Taxpayer's date of death,* in month, day, and last 2 digits of year order. If the taxpayer whose name is listed **second** on the credit form died after December 31, 2012, enter the date of death in the box labeled *Spouse's date of death,* in month, day, and last 2 digits of year order. If you marked an ***X*** in box d, *Qualifying widow(er) with dependent child*, decedent information is not required (see information about qualifying widow(er) below).

Please print (use black ink only; no red or other color ink or pencils please) or type all ***X*** marks and money amounts in the boxes and spaces provided.

Type of claim

Show what type of claim you are filing by marking an ***X*** in only **one** box. For help with determining what type of claim you are filing see below.

Single – You are single if you are unmarried or separated from your spouse by a divorce or separate maintenance decree and you do not qualify as a qualifying widow(er) with dependent child (see below). If you are single, complete lines 1, 2, and 5.

Married – You are married if, on the last day of 2013, you were married and living together, or you were married and living apart, but not legally separated under a decree of divorce or separate maintenance.

Note: *Married* includes a marriage between same-sex spouses.

If your spouse died in 2013, you may file as married for that year. You cannot file as married for subsequent years unless you remarry.

Should you file a combined claim or should you file a separate claim?

Married taxpayers should file a combined claim by marking an ***X*** in box b and completing lines 1 through 5 if they want to receive one credit amount for their combined claim. If only one spouse is eligible for the credit, a combined claim may still be filed for the credit amount of the eligible spouse. However, if married taxpayers want to receive separate credit amounts for each eligible spouse, each spouse must file a separate claim marking an ***X*** in box c and completing lines 1, 2, and 5.

Qualifying widow(er) with dependent child – You are a qualifying widow(er) with dependent child if you meet **all** of the following conditions:

- your spouse died in 2011 or 2012, and you did not remarry in 2011, 2012, or 2013; and
- you have a child, adopted child, stepchild, or foster child who lived in your home for all of 2013 and you could have claimed the child as a dependent if you filed a federal return (temporary absences, such as for school, vacation, or medical care count as time lived in your home); and
- you paid over half of the expenses of keeping up your home.

Complete lines 1, 2, and 5 if you are a qualifying widow(er) with dependent child.

Line instructions

Line 2 – Enter in the box the number of months **you** lived in NYC in 2013. In determining the number of months, count any period of more than one-half month as a full month. Do not count any period of one-half month or less.

Example: *You lived in NYC from November 16 to December 31, 2013. You would not count November as a month lived in NYC, but you would count December.*

Line 4 – Enter in the box the number of months **your spouse** lived in NYC during 2013. If your spouse died during 2013 and lived in NYC from January 1, 2013, until time of death, enter 12 on line 4. If your spouse moved into or out of NYC prior to his or her death, enter on line 4 the number of months he or she lived in NYC during 2013.

(continued)

Use this chart to estimate the amount of your refund:*

Number of months of NYC residence	Single, or married filing a separate claim	Married filing a combined claim, or qualifying widow(er) with dependent child
1	$ 5	$ 10
2	10	21
3	16	31
4	21	42
5	26	52
6	31	63
7	36	73
8	42	83
9	47	94
10	52	104
11	57	115
12	63	125

***Note:** The statutory credit amounts have been rounded.

Line 5 – You must mark an ***X*** in only one box at line 5 to indicate your refund choice. You have three ways to receive your refund: **direct deposit** into your bank account, **debit card** by mail, or **paper check** by mail.

Direct deposit – The Tax Department will deposit the amount of your refund into your bank account. Direct deposit is secure and is the **fastest** way to get your refund.

Debit cards – Debit cards are secure, easy to use, and flexible. If you filed a combined claim, separate debit cards will be sent in one envelope to you and your spouse. One or both of you can activate your card(s). Once activated, either card can access the entire amount of the refund. In most instances, there's no charge to you for using the card. You can get cash from a bank (you do not need an account, but will need to show ID; no fee for the first withdrawal, which can be for the entire refund amount, $1 fee for each withdrawal after that); deposit it into your bank account (consider direct deposit instead); make purchases; make ATM withdrawals; and pay bills online. There may be a fee for using an ATM that is not in the issuer's network and for certain other activities (more information will be provided with the card, or you can visit *www.bankofamerica.com/nyrefund* for details).

Paper check refunds – We will mail your refund check to the mailing address entered on your claim. Paper checks for combined claim filers will be issued with both names and must be signed by both spouses. Paper checks take weeks to be processed, printed, and mailed. If you don't have a bank account, you will likely be charged a fee to cash your check. You may want to consider a debit card refund instead (see *Debit cards* above for more information).

Line 6 – Enter account information for direct deposit

If you chose direct deposit at line 5, enter your account information on line 6 for a fast and secure direct deposit of your refund. If you don't enter complete and correct account information at line 6, the deposit cannot be done, and you'll receive a check in the mail.

Note: Banking rules prohibit us from honoring requests for direct deposit when the funds for your refund would go to an account outside the U.S. Therefore, if you marked this box, we will send a check to the mailing address on your claim form.

Line 6a – Enter the routing number shown on the checks issued by your bank (see sample check below). The routing number **must** be nine digits. If the first two digits are not 01 through 12, or 21 through 32, the direct deposit will be rejected and a refund check sent instead. On the sample check below, the routing number is *090090099*.

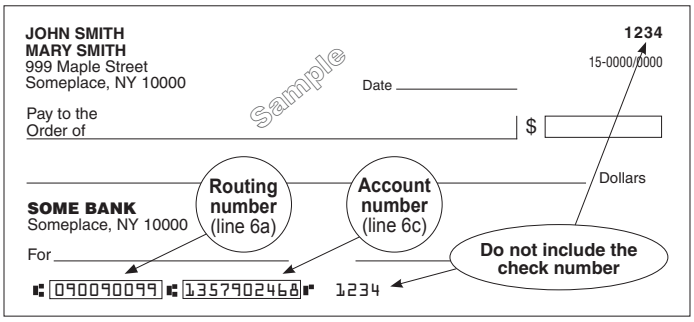
Your check may state that it is payable through a bank different from the one where you have your account. If so, do not use the routing number on that check. Instead, contact your bank for the correct routing number to enter on this line.

Line 6b – Mark an ***X*** in the box for the type of account, checking or savings.

Line 6c – Enter the account number where you want your refund deposited. If you selected *Checking* on line 6b, enter the account number shown on your checks. (On the sample check below, the account number is *1357902468*. Be sure not to include the check number.)

If you chose *Savings* on line 6b, you can get your savings account number from a preprinted savings account deposit slip, your passbook or other bank records, or from your financial institution.

The account number can be up to 17 characters (both numbers and letters). Include hyphens but omit spaces and special symbols. Enter the number from left to right.



Note: *The routing and account numbers may appear in different places on your check.*

Any refund that you may be entitled to will be reflected in your bank statement.

For information relating to the collection of debts and disclaiming of spouse's debt see the instructions for Form IT-201.

Third-party designee

Do you want to authorize a friend, family member, return preparer, or any other individual (third-party designee) to discuss your claim with the New York State Tax Department?

If ***No***, mark an ***X*** in the *No* box.

If ***Yes***, mark an ***X*** in the *Yes* box. Print the designee's name, phone number, and any five numbers the designee chooses as his or her personal identification number (PIN). If you want to authorize the paid preparer who signed your claim to discuss it with the Tax Department, print the preparer's name and phone number in the spaces for the designee's name and phone number (you do not have to provide a PIN).

If you mark the *Yes* box, you (and your spouse, if filing a joint claim) are authorizing the Tax Department to discuss with the designee any questions related to this claim. You are also authorizing the designee to give and receive confidential taxpayer information relating to:

- this claim, including missing information,
- the status of your claim or refund, and
- any notices arising from this filing that you share with the designee (they will not be sent to the designee).

This authorization will not expire but will only cover matters relating to this claim. If you decide to revoke this designee's authority at any time, call us (see *Need help?*).

You are not authorizing the designee to receive your refund, bind you to anything, or otherwise represent you before the Tax Department. If you want someone to represent you or perform services for you beyond the scope of the third-party designee, you must designate the person using another method such as Form DTF-280, *Tax Information Authorization*, or a power of attorney. For additional information on third-party designees and other types of authorizations, visit our Web site.

Paid preparer

If you pay someone to prepare Form NYC-210, the paid preparer must also sign it and fill in the other blanks in the paid preparer's area. If someone prepares Form NYC-210 for you and does not charge you, that person should not sign it.

Note to paid preparers – When signing Form NYC-210, you must enter your New York tax preparer registration identification number (NYTPRIN) if you are required to have one. Also, you must enter your federal preparer tax identification number (PTIN) if you have one; if not, you must enter your social security number.

Department of Taxation and Finance

TP-90

(12/16)

Change to Mailing Address for Certain Income Tax Credit Claim Forms

Effective January 1, 2017, the mailing address for the following forms has changed:

IT-214, *Claim for Real Property Tax Credit*
NYC-208, *Claim for New York City Enhanced Real Property Tax Credit*
NYC-210*, Claim for New York City School Tax Credit*

You must use the new address below and not what was printed on the prior year forms. The 2016 forms were revised and already list the new address. The address change only applies to the above credit claim forms submitted **without** Form IT-201, *Resident Income Tax Return,* or Form IT-203, *Nonresident and Part-Year Resident Income Tax Return*.

If you are mailing any of the above claim forms (without a return), mail them to:

NYS TAX PROCESSING
PO BOX 15192
ALBANY NY 12212-5192

If you are not using U.S. Mail, see Publication 55, *Designated Private Delivery Services*.

Note: Claim forms that were mailed to the old address before January 1, 2017, will be forwarded.

If you are mailing any of the above claim forms **with** your return, follow the mailing instructions for that return.