Department of Taxation and Finance

Instructions for Form CT-631
Claim for Security Officer Training Tax Credit

CT-631-I

General information

For tax years beginning on or after January 1, 2005, the Tax Law provides 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), or Article 33 (franchise taxes on insurance corporations). Taxpayers subject to tax under Article 9, 9-A, or 33 should complete Form CT-631. Taxpayers subject to tax under Article 22 should complete Form IT-631, *Claim for Security Officer Training Tax Credit.*

The credit amount equals $3,000 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. Any unused amount of credit for the current tax year is treated as an overpayment to be credited to next year's tax or refunded without interest.

The amount of credit allowed for the current tax year is allocated by the New York State Division of Homeland Security and Emergency Services (DHSES). For rules and regulations regarding the credit, access the New York State DHSES website at *www.dhses.ny.gov*.

The credit may not reduce the tax to less than the following:

- The minimum tax due under Article 9 section 183
- The fixed dollar minimum tax under Article 9-A
- $250 under Article 33

The credit is not allowed against the metropolitan transportation business tax (MTA surcharge) under Article 9, 9-A, or 33.

Corporate partners

If you are a corporate partner who has the security officer training tax credit passed through to you from a partnership, enter your pro rata share of the security officer training tax credit passed through to you from the partnership on line 2. Also enter the name, employer identification number (EIN), and the share of the credit for each partnership in Part 3. Enter on line 1 only the amount of the security officer training tax credit allocated to your corporation by the New York State DHSES.

New York S corporations

New York S corporations will calculate an amount of security officer training tax credit. However, the S corporation may not use the security officer training tax credit against its own tax liability; instead, the credit is passed through to the shareholders to use against their personal income tax liabilities on their New York State tax returns.

New York S corporations complete only lines A, 1, 2, and 3. Include the line 3 amount on Form CT-34-SH, *New York S Corporation Shareholders' Information Schedule*, which is filed with your New York State S corporation tax return. Attach a copy of Form CT-631 to your Form CT-3-S, *New York S Corporation Franchise Tax Return*.

Provide all shareholders with the amount of their pro rata share of the security officer training tax credit calculated. The shareholders will file their own Form IT-631 to claim the credit on their New York State personal income tax returns.

Combined filers

A taxpayer filing a combined return as a member of a combined group is allowed to claim the security officer training tax credit. The security officer training tax credit is computed on a separate basis, but is applied against the combined tax.

Line instructions

Part 1 – Computation of security officer training tax credit

New York S corporations: complete only lines A, 1, 2, and 3. Transfer the line 3 amount to the applicable line of Form CT-34-SH.

Line 1 – Enter the amount shown on your certificate of tax credit issued by the New York State DHSES. Complete a separate Form CT-631 for each certificate and attach a copy of the certificate to the form.

Line 2 – Obtain this amount from the partnership(s) allocating this credit to you. Also complete Part 3, *Partnership information.*

Part 2 – Computation of security officer training tax credit used *(New York S corporations do not complete this part)*

Lines 4 and 7 entries table

Section 1		
Franchise tax return filed	**Enter on line 4 any net recaptured tax credits plus the amount from**	**Enter on line 7 the amount below**
Forms CT-183 and CT-184	Form CT-183, line 4 **plus** Form CT-184, line 3 or 4	***75***
Form CT-186	Line 5	***0***
Form CT-3	Part 2, line 2	Part 2, line 1c
Form CT-3-A	Part 2, line 2	Part 2, line 1c
Form CT-33	Line 11	***250***
Form CT-33-A	Line 15	Line 4 **plus** line 12
Form CT-33-NL	Line 5	***250***
Section 2		
Tax return filed	**Enter on line 4 any net recaptured tax credits plus the amount from**	**Enter on line 7 the amount below**
Form CT-186-E	Line 39 + line 88 + line 115	***0***
Form CT-186-P	Line 4	***0***

Line 4 – Enter your tax before credits using the *Lines 4 and 7 entries table*. The security officer training tax credit can be applied to the taxes as computed on the forms listed in *Lines 4 and 7 entries table*. However, the credit cannot be applied against both a franchise tax return listed in Section 1 and a tax return listed in Section 2.

Line 5 – If you are claiming more than one tax credit for this year, enter the total amount of credits claimed before applying this credit. Otherwise, enter ***0.*** You must apply certain credits before the security officer training tax credit. See the instructions for your franchise tax return to determine the order of credits that applies.

Article 9-A filers: For the order of credits, see Form CT-600-I, *Instructions for Form CT-600, Ordering of Corporation Tax Credits*.

If you are included in a combined return, include any amount of tax credit(s), including the security officer training tax credit, being claimed by other members of the combined group that you wish to apply before your security officer training tax credit.

Line 7 – Enter the amount using the *Lines 4 and 7 entries table*.

Part 3 – Partnership information

Only complete Part 3 if you were a partner in a partnership and received a pro rata share of the security officer training tax credit from that entity. Enter the name, EIN, and credit amount passed through to you from each partnership.

Additional forms: If you have more entries than will fit on the lines provided in Part 3, submit additional Forms CT-631, completing only Part 3. Include your name and taxpayer identification number on each form. On the indicated lines of the first Form CT-631, include the totals from all additional Forms CT-631. Place the extra forms behind the first Form CT-631 and submit them with your return.