



## Instructions

### General Instructions

This form is to be filed, along with Forms DTF-1000 and DTF-1001, to reconcile all the transfers that occurred after March 28, 1983, but before June 15, 1996. **Do not include any units, shares or parcels actually transferred on or after June 15, 1996.** Use additional schedules if necessary.

### Specific Instructions

In the space provided, print or type the case number (assessment number) issued for the project. In addition, print or type the name of transferor and the address as they appear on Forms DTF-1000 and DTF-1001.

**Tentative Assessment Number** - Enter the tentative assessment number issued for each unit, cooperative apartment or lot transferred after March 28, 1983, but before June 15, 1996.

**Unit or Lot Number** - Enter the specific unit, cooperative apartment or lot number for each of the units, cooperative apartments or parcels transferred.

**Transferee** - Enter the name(s) of each of the unit, cooperative apartment or lot purchasers.

**Individual Apportionment** - Enter the number of shares, number of units, percentage of common elements, square footage, parcels or acreage allocated to the individual unit(s), cooperative apartment(s) or lot(s) transferred after March 28, 1983, but before June 15, 1996.

**Sales Price** - Enter the **actual** purchase price paid or required to be paid for each unit, cooperative apartment or parcel.

**Date of Closing** - Enter the date of closing for each unit, cooperative apartment or parcel.

**Date Tax Paid** - Enter the date the gains tax was paid on each of the units, cooperative apartments or parcels transferred. If the tax is currently being paid in installments, enter the date the first installment payment was made.

**Amount of Tax Paid** - Enter the amount of tax paid for each of the unit(s), cooperative apartment(s) or parcel(s) actually transferred. If the tentative assessment included penalty and interest, please include only the tax portion in this column.

### Special Instructions for Taxpayers with Existing

**Installment Payment Plans** – If the tax is currently being paid in installments for any unit(s), cooperative apartment(s) or parcel(s), put an “X” in the Amount of Tax Paid column for that unit(s), cooperative apartment(s) or parcel(s). Attach a schedule to Form DTF-1004 indicating each unit, cooperative apartment or lot number, the installment number, the amount of tax required to be paid, and the amount of each installment payment and the date(s) the installment payment(s) was made.