

# DELAWARE FORM 400-I

# FIDUCIARY INCOME TAX RETURN INSTRUCTIONS

## GENERAL INSTRUCTIONS

### WHO MUST FILE RETURNS:

A Delaware Fiduciary Return, Form 400, must be filed by:

- Every resident estate or trust (as defined in Section 1601, Title 30, Delaware Code), which has not distributed, or set aside for distribution, to non-resident beneficiaries, its entire federal taxable income as modified by Section 1106, Title 30, Delaware Code and,
- Every non-resident estate or trust which has income from sources within this State which has not distributed, or set aside for distribution, to non-resident beneficiaries, its entire federal taxable income as modified by Section 1106, Title 30, Delaware Code.

The return shall be filed by the trustee of the trust, or the executor, administrator, or personal representative of the decedent.

The final personal income tax return of a deceased individual shall be filed by the executor, administrator, or other person charged with the care of his property.

### WHEN AND WHERE TO FILE:

Fiduciary Income Tax Returns are due on or before April 30th following the close of the taxable year for all taxpayers filing on a calendar year basis. All others must file by the last day of the fourth month following the close of the fiscal year.

Returns should be mailed to the Delaware Division of Revenue, P.O. Box 2044, Wilmington, Delaware 19899-2044. Payments may be made by check or money order made payable to the Delaware Division of Revenue. Do not send cash by mail. The full balance is payable with the return.

### EXTENSION OF TIME TO FILE:

Taxpayers desiring an automatic extension of time to file income tax returns are required to file Form 400-EX, entitled "**Application for Automatic Extension to File Delaware Fiduciary Income Tax Return**". The automatic extension is to August 15th. The application must be filed with the Division of Revenue on or before the original due date of the return (generally April 30), along with payment of any balance of estimated tax liability due for the year. Any unpaid balance will be subject to interest at one percent (1%) per month, or fraction of a month, from the original due date of the return until paid.

Application for further extension of time beyond August 15th shall be made by filing a photocopy of a Federal Fiduciary Extension Application before the expiration of the automatic extension granted on Form 400-EX. A photocopy of the approved Federal extension must be attached to the return when filed. The approved Federal extension will extend the due date of your Delaware return to the same date as your Federal extension due date.

### REQUIREMENTS TO FILE ESTIMATED TAX:

If the fair market value of the assets of a resident or non-resident trust, for any taxable year, equals or exceeds \$1 million, the trust is required to file estimated tax declarations (Forms 400-ES) for the subsequent taxable year.

### PENALTIES AND INTEREST:

**INTEREST** - Any underpayment or late payment of income taxes due shall accrue interest at a rate of one percent (1%) per month, or fraction of a month, from the date prescribed for payments to the date paid.

**PENALTY - LATE FILING OF BALANCE DUE RETURN** - Returns resulting in a balance due the Division of Revenue which are filed late are subject to a penalty of five percent (5%) per month up to a maximum of fifty percent (50%).

**PENALTY - NEGLIGENCE/FRAUD** - The law provides severe penalties for a false or fraudulent return, or for making a false certification. The mere fact that the figures you report on your Delaware return are taken from your Federal return will not relieve you from the imposition of these penalties.

**PENALTY - FAILURE TO PAY** - A penalty of one-half percent (½%) per month not

to exceed twenty five percent (25%) is imposed for the failure to pay (in whole or in part) the tax liability shown to be due on a timely filed return.

### AMENDED RETURNS:

If the amount of a taxpayer's Federal tax liability reported on his Federal Fiduciary Income Tax Return is changed or corrected by the Internal Revenue Service for any taxable year, the taxpayer is required to report to the Division of Revenue such change within ninety (90) days after the final determination of such change or correction, and indicate his agreement with such determination or the grounds for his disagreement. This may be done by filing an amended return and attaching a copy of the Federal adjustment.

### SIGNATURE:

The return must be signed by the individual fiduciary or an authorized officer of a corporate fiduciary. If two or more individuals or corporations act jointly as fiduciaries, the return may be signed by any one fiduciary.

## SPECIFIC INSTRUCTIONS

### IDENTIFICATION:

Please type or print the name of the estate or trust and the name and address of the fiduciary. Enter the Federal Employer Identification Number and the Trust Number, if any, to assure accurate crediting to the proper account.

### FILING STATUS:

You must check the appropriate box to indicate whether this is a return for an estate, a resident trust or a non-resident trust.

The law defines a resident estate and trust as follows:

"A resident estate of this State means the estate of a decedent who at his death was domiciled in this State."

"A resident trust of this State means: a trust created by the will of a decedent who at his death was domiciled in this State; or a trust created by or consisting of property of a person domiciled in this State; or a trust with respect to which the conditions of one of the following paragraphs are met during more than one-half of any taxable year:

- (1) The trust has only one trustee who or which is (i) a resident individual of this State, or (ii) a corporation, partnership, or other organization having an office for the conduct of trust business in this State.
- (2) The trust has more than one trustee, and one of such trustees is a corporation, partnership, or other organization having an office for the conduct of trust business in this State, or
- (3) The trust has more than one trustee, all of whom are individuals and one-half or more of whom are resident individuals of this State."

Any estate or trust that does not fall within the above definitions is a non-resident estate or trust. For example, a trust with three individuals designated as trustee, only one of whom resides in Delaware, would be a non-resident trust.

## LINE-BY-LINE INSTRUCTIONS, PAGE 2

### SCHEDULE A - DELAWARE MODIFICATIONS AND ADJUSTMENTS:

#### **ADDITIONS SECTION:**

- Line 1. Interest on obligations of states other than Delaware** - Enter the total amount of interest or dividends received by the fiduciary on obligations of any state other than Delaware and its political sub-divisions.
- Line 2. Other adjustments** - Enter on Line 2 the modifications under Section 1106 (a), Title 30, Delaware Code, relating to income

or deductions reportable on the Fiduciary Income Tax Return.  
**Line 3. State Income Tax Deducted on a Federal Return** - Enter the amount of Delaware state income taxes claimed on your Federal Return (Form 1041, Line 22). Also include on Line 3, income taxes imposed and paid to any other State that are included on your Federal Return (Form 1041, Line 22) and for which you will claim a credit on Page 1, Line 8 of your Delaware return.

**SUBTRACTIONS SECTION:**

**Line 5. Interest or dividends on U.S. Obligations** - The Federal Return (Form 1041) requires the reporting of interest or dividends received on U.S. Obligations. The State return excludes this income. Enter on Line 5 the total amount of interest or dividends received.  
**Line 6. Other Adjustments** - Enter on Line 6, modifications under Section 1106 (b) relating to income or deductions on the Fiduciary Income Tax Return.  
**Line 8. Net Delaware Modifications** - Subtract Line 7 from Line 4 (retaining any negative sign). Enter result on Line 8 and Schedule B, Column B, Line 6.

**SCHEDULE B - SHARE OF DELAWARE MODIFICATIONS AND ADJUSTMENTS:**

Schedule B is used to allocate the Delaware Modifications between the beneficiaries and the fiduciary. Line 1 is to be used for the fiduciary and will only be used when income is accumulated during the taxable year. Lines 2 through 5 should be used for the various beneficiaries.

The Delaware Modifications are to be distributed among the various beneficiaries (and the fiduciary in the case of its income currently) in the same proportion as the Distributable Net Income as determined on Schedule B, Line 9 of the Federal Form 1041.

**COLUMN A - SHARE OF FEDERAL DISTRIBUTABLE NET INCOME:**

Enter the total of Column A, the Distributable Net Income, as determined on Schedule B, Line 9 of Federal Form 1041. Line 1 will be used only when income is accumulated by the trust during the taxable year. Lines 2 through 5 should be the beneficiaries' share of the Distributable Net Income.

**PERCENTAGE COLUMN:**

Enter in the percentage (%) column, Lines 1 through 5, the percentage determined by dividing the fiduciary or each beneficiary's share (amount recorded in Column A), by the total Federal Distributable Net Income (Column A, Line 6). **The total of all percentages assigned must equal 100%.**

**COLUMN B - SHARE OF DELAWARE MODIFICATIONS:**

Enter the amount from Schedule A, Line 8 in Column B, Line 6. To determine the amounts for Column B, Lines 1 through 5, multiply the amount on Line 6, Column B, by the percentage determined for the *fiduciary and each beneficiary, respectively.*

Enter on Page 1, Line 2, the amount from Column B, Line 1. The amounts on Lines 2 through 5 of Column B are to be used on the beneficiaries' Delaware Individual Income Tax Return.

**SCHEDULE C - INCOME ACCUMULATED FOR NON-RESIDENT BENEFICIARIES:**

A non-resident individual means an individual who (1) is not domiciled in this State, and (2) does not maintain an abode in this State and does not reside here an aggregate of 184 days or more during the taxable year. In order to qualify for the deduction, the individual beneficiary must meet **both** tests.

Section 1636, Title 30, Delaware Code, allows for any taxable year a deduction to an Estate or Trust for the amount which, under the terms of the governing instrument, is set aside for future distribution to non-resident beneficiaries. Complete Schedule C, Page 2, and enter the total on Page 1, Line 3 of the return.

**LINE BY LINE INSTRUCTIONS, PAGE 1**

- Line 1. Federal Taxable Income** - Enter the amount of taxable income from Federal Form 1041, Line 22.
- Line 2. Delaware Modifications and Adjustments** - Enter amount from Schedule B, Column B, Line 1.
- Line 3. Income for Non-Resident Beneficiaries** - Enter total from Schedule C.
- Line 4. Delaware Taxable Income of Fiduciary** - Line 1 plus or minus Line 2 and minus Line 3.
- Line 5.** Use the Tax Rate Schedule on Page 2 of the return to compute the tax due.
- Line 6.** Enter from Delaware Form 329, Line 16.
- Line 8. Non-Refundable Credits** - If the fiduciary has paid income taxes to another state on income earned in another state, and which is also included in Delaware taxable income, a credit will be allowed against the Delaware tax due. In addition, any tax credit from Form 700, for which the fiduciary qualifies, should be included on this line. Enter the total amount of any tax imposed and paid to another state plus any tax credit from Form 700 on Line 8.  

The total of Line 8 is limited to the amount of your Delaware tax liability on Line 7. Attach a copy of any other state return.
- Line 10. Estimated Tax Paid & Payments with Extensions** - Enter total estimated tax payments, including amounts paid with extension.
- Line 11. Other Payments** - If you made any other payments on your tax liability, enter the amount on Line 11 and attach explanatory statement.
- Line 13. Previous Refunds** - If you have previously received a refund on your tax liability, enter the amount on Line 13 and attach an explanatory statement.
- Line 15. Balance Due** - If your Delaware tax (Line 9) is greater than your net payments and credits (Line 14), determine the difference, enter the balance due on Line 15, and **Pay In Full.**
- Line 16. Overpayment** - If your net payments and credits (Line 14) are greater than your Delaware tax (Line 9), determine the difference and enter on Line 16 the amount of Overpayment **To Be Refunded to You.**

**DOWNLOADABLE DELAWARE INCOME TAX FORMS AND INSTRUCTIONS ARE AVAILABLE. VISIT OUR WEB SITE AT WWW.STATE.DE.US/REVENUE**

**Or, CALL THE TOLL FREE TELEPHONE NUMBER (DELAWARE ONLY) 1-800-292-7826**

**DOVER**  
Division of Revenue  
Thomas Collins Building, Suite 2  
540 S. DuPont Highway  
Dover, Delaware 19901  
Telephone (302) 744-1085

**WILMINGTON**  
Division of Revenue  
Carvel State Office Building  
9th & French Streets, First Floor  
Wilmington, Delaware 19801  
Telephone (302) 577-8200

**GEORGETOWN**  
Division of Revenue  
422 N. DuPont Highway  
Suite 2  
Georgetown, Delaware 19947  
Telephone (302) 856-5358