



Instructions for Form CT-5 Request for Six-Month Extension to File

Tax Law — Articles 9-A, 13, 32, and 33

Form CT-1, Supplement to Corporation Tax Instructions

See Form CT-1 for the following topics:

- Changes for the current tax year (general and by Tax Law Article)
- Business information (how to enter and update)
- Entry formats
 - Dates
 - Negative amounts
 - Percentages
 - Whole dollar amounts
- Third-party designee
- Paid preparer identification numbers
- Is your return in processible form?
- Use of reproduced and computerized forms
- Electronic filing and electronic payment mandate
- Web File
- Form CT-200-V
- Collection of debts from your refund or overpayment
- Fee for payments returned by banks
- Reporting requirements for tax shelters
- Tax shelter penalties
- Voluntary Disclosure and Compliance Program
- Your rights under the Tax Law
- Need help?
- Privacy notification

Requirements for a valid New York State extension

- Most corporation taxpayers are required to file their extensions electronically. Visit our Web site to learn more (see *Need help?*).
- You must file Form CT-5 and pay the properly estimated franchise tax and metropolitan transportation business tax (MTA surcharge) on or before the original due date of the tax return for which this extension is requested, as determined on *Worksheet for lines 1 and 6* in these instructions.
- The properly estimated franchise tax and MTA surcharge must either:
 - Equal or exceed the franchise tax and MTA surcharge shown on your tax return for the preceding tax year (if it was a tax year of 12 months); or
 - Equal or exceed 90% of the franchise tax and MTA surcharge as finally determined for the tax year for which this extension is requested.

The *preceding tax year* is the tax year occurring immediately before the tax year for which this extension is requested.

The *franchise tax* is the amount of tax computed after the deduction of any tax credits and before the addition of the MTA surcharge.

The franchise tax and MTA surcharge for the preceding tax year must be adjusted as necessary to correct errors in computation or in the application of tax rate or tax base.

Who may file Form CT-5

General business corporations (Article 9-A), banking corporations (Article 32), insurance corporations (Article 33), and businesses taxed under Article 13 may file Form CT-5 to request a six-month

extension of time to file the appropriate tax return and MTA surcharge return. **Do not use separate forms** if you are requesting an extension to file **both** the franchise tax and MTA surcharge returns. Use lines 1 through 5 to compute the estimated franchise tax. Use lines 6 through 10 to compute the estimated MTA surcharge. Submit only one payment of the combined amount for both franchise tax and MTA surcharge.

Corporations filing a combined franchise tax return (Form CT-3-A, CT-32-A, or CT-33-A) **must use Form CT-5.3, Request for Six-Month Extension to File (for combined franchise tax return, or combined MTA surcharge return, or both)**, to request a six-month extension of time to file.

A general business corporation (Article 9-A) that has elected to be a New York S corporation by filing Form CT-6, *Election by a Federal S Corporation to be Treated As a New York S Corporation*, or that is a federal S corporation that has not made the New York S election but meets the requirements of Tax Law, Article 22, section 660(i) (and is therefore deemed to be a New York S corporation) must file Form CT-5.4, *Request for Six-Month Extension to File New York S Corporation Franchise Tax Return*, to request one six-month extension of time to file Form CT-3-S, *New York S Corporation Franchise Tax Return*. A banking corporation (Article 32) that has elected to be a New York S corporation by filing Form CT-6 must file Form CT-5.4 to request one six-month extension of time to file Form CT-32-S, *New York Bank S Corporation Franchise Tax Return*. Additional extensions beyond six months will not be granted to New York S corporations.

Article 9 taxpayers, except providers of telecommunications services, must use Form CT-5.9, *Request for Three-Month Extension To File*, to request a three-month extension to file a franchise tax return and MTA surcharge return. Providers of telecommunication services must use Form CT-5.9-E, *Request for Three-Month Extension to File Form CT-186-E or Form CT-186-EZ (short form)*, to request an extension to file Form CT-186-E, *Telecommunications Tax Return and Utility Services Tax Return*, or Form CT-186-EZ, *Telecommunications Tax Return — Short Form*.

Extensions of time for filing returns

A six-month extension of time for filing a franchise tax return or MTA surcharge return will be granted if Form CT-5 is properly filed and if properly estimated tax is paid on or before the original due date of the return.

No late filing or late payment penalties will be imposed if you file your return by the extended due date and pay the balance of the tax due with your return.

Interest applies to any tax not paid by the original due date of the return.

If applicable, you must also pay the mandatory first installment of estimated tax for the next tax year shown on lines 2 and 7 on or before the original due date of the tax return.

When to file

File Form CT-5 on or before the due date of your tax return.

Type of corporation	Due date of extension
Businesses filing Form CT-13.....	4½ months following the end of the tax period
Taxable DISCs	8½ months following the end of the tax period
All others	2½ months following the end of the tax period

If you cannot file within the six-month extended period, you may request two additional three-month extensions by filing Form CT-5.1, *Request for Additional Extension of Time to File*, for each extension.

Where to file

If you are enclosing payment with Form CT-5, mail to:

**NYS CORPORATION TAX
PROCESSING UNIT
PO BOX 22094
ALBANY NY 12201-2094**

If you are not enclosing payment, mail to:

**NYS CORPORATION TAX
PROCESSING UNIT
PO BOX 22102
ALBANY NY 12201-2102**

Private delivery services

If you choose, you may use a private delivery service, instead of the U.S. Postal Service, to mail in your form and tax payment. However, if, at a later date, you need to establish the date you filed or paid your tax, you cannot use the date recorded by a private delivery service **unless** you used a delivery service that has been designated by the U.S. Secretary of the Treasury or the Commissioner of Taxation and Finance. (Currently designated delivery services are listed in Publication 55, *Designated Private Delivery Services*. See *Need help?* for information on obtaining forms and publications.) If you have used a designated private delivery service and need to establish the date you filed your form, contact that private delivery service for instructions on how to obtain written proof of the date your form was given to the delivery service for delivery. If you use **any** private delivery service, whether it is a designated service or not, send the forms covered by these instructions to: State Processing Center, 431C Broadway, Albany NY 12204-4836.

Reporting period

Use this tax form for calendar year 2011 and fiscal years that begin in 2011 and end in 2012.

You can also use the 2011 form if:

- you have a tax year of less than 12 months that begins and ends in 2012, **and**
- the 2012 form is not yet available at the time you are required to file the form.

In this case you must show your 2012 tax year on the 2011 form and take into account any tax law changes that are effective for tax years beginning after December 31, 2011.

All filers must complete the beginning and ending tax year boxes in the upper right corner on page 1 of the form.

Line instructions

Line A — Make your check or money order payable in United States funds. We will accept a foreign check or foreign money order only if payable through a United States bank or if marked **Payable in U.S. funds**.

Lines 1 and 6 — Use *Worksheet for lines 1 and 6* to properly estimate the franchise tax and the MTA surcharge.

Line 2 — If the total franchise tax on line 1 exceeds \$1,000, you must pay a first installment of estimated tax for the next tax year. If the franchise tax on line 1 exceeds \$1,000, but does not exceed \$100,000, multiply the amount on line 1 by 25% (.25) and enter the result. If the franchise tax on line 1 exceeds \$100,000, multiply the amount on line 1 by 40% (.40) and enter the result.

Life insurance corporations — The mandatory first installment of estimated tax for life insurance corporations is 40% of the preceding year's tax.

If you are not required to pay the first installment of estimated tax for the next tax year, enter **0** on line 2.

Line 7 — If the total franchise tax on line 1 exceeds \$1,000, you must also pay a first installment of the estimated MTA surcharge for the next tax year. If the franchise tax on line 1 exceeds \$1,000, but does not exceed \$100,000, multiply the amount on line 6 by 25% (.25) and enter the result. If the franchise tax on line 1 exceeds \$100,000, multiply the amount on line 6 by 40% (.40) and enter the result.

Life insurance corporations — The mandatory first installment of estimated MTA surcharge for life insurance corporations is 40% of the preceding year's MTA surcharge.

If you are not required to pay the first installment of estimated MTA surcharge for the next tax year, enter **0** on line 7.

Composition of prepayments

If you need more space, write **see attached** in this section, and attach a separate sheet showing all relevant prepayment information. Transfer the total(s) to line 16, column(s) A and B.

Line 14 — Include overpayments credited from prior years. You may also include from last year's return any amount of refundable tax credits you chose to be credited as an overpayment.

Signature

If an outside individual or firm prepared the document, all applicable entries in the paid preparer section must be completed, including identification numbers (see *Paid preparer identification numbers* in Form CT-1). Failure to sign the document will delay the processing of any refunds and may result in penalties.

Worksheet for lines 1 and 6

Complete Parts 1 and 2. However, if the corporation was not subject to franchise tax for the preceding tax year or if the preceding tax year was less than 12 months, skip Part 1 and complete only Part 2. See the instructions below.

Part 1 — Preceding tax year (if it was a tax year of 12 months)

A. Franchise tax from preceding tax year ... A. _____

B. MTA surcharge from preceding tax year ... B. _____

Part 2 — Current tax year

C. Franchise tax estimated to be due for the current tax year..... C. _____

D. MTA surcharge estimated to be due for the current tax year..... D. _____

Enter on lines 1 and 6 either:

- The tax from the preceding tax year (lines A and B); or
- The tax from the current tax year (lines C and D).

Exception: The combination of lines A and D may be used on lines 1 and 6 when the corporation filed a 12-month franchise tax return for the preceding tax year, but became subject to the MTA surcharge for the tax year for which this extension is requested.

Worksheet instructions

Part 1

Line A — Enter the amount of franchise tax (computed after the deduction of any credits and before the addition of the MTA surcharge) shown on the franchise tax return for the preceding tax year, if it was a tax year of 12 months.

Line B — Enter the amount of MTA surcharge shown on the MTA surcharge tax return for the preceding tax year, if it was a tax year of 12 months. Enter **0** if you are not subject to the MTA surcharge for the tax year for which this extension is requested.

Part 2

Line C — Determine the franchise tax (computed after the deduction of any tax credits and before the addition of the MTA surcharge) for the tax year for which this extension is requested. Multiply the franchise tax by an amount not less than 90% and enter on line C (see *Requirements for a valid New York State extension*).

Line D — Determine the MTA surcharge for the tax year for which this extension is requested. Multiply the MTA surcharge by an amount not less than 90% and enter on line D (see *Requirements for a valid New York State extension*). Enter **0** if not subject to the MTA surcharge for the tax year for which this extension is requested.

Form CT-3M/4M filers only: If the fixed dollar minimum tax applies for the current tax year and you were not subject to the MTA surcharge for the preceding tax year, compute the MTA surcharge as follows:

- Multiply the fixed dollar minimum by the MTA allocation percentage of 100%; and
- Multiply the result by the MTA surcharge rate of 17% (.17).

See the applicable MTA surcharge return and instructions for information on the computation of the MTA surcharge. It may be necessary to complete the applicable MTA surcharge return to compute the estimated MTA surcharge for the tax year for which this extension is requested.