

REUC RPIE-2015: HOW TO FILE WEBINAR

Monday, May 9th
NYC Department of Finance

REUC RPIE Required Filers

- ▶ Owners of utility property and equipment NOT assessed by ORPTS
 - ▶ Actual AV of IDENT is \$40,000+ (all SUBIDENTS tied to that IDENT are required)
 - ▶ Owner-occupied and/or other ORE exclusion categories do not apply
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Links and Deadline

- ▶ NYC RPIE Information:
 - nyc.gov/rpie
- ▶ REUC filing instructions:
 - Utility-Related Equipment Reporting Instructions
- ▶ Access the application:
 - <https://webapps.nyc.gov/cics/rpe1/rpie001i>
- ▶ Deadline to submit a complete REUC RPIE:
June 1, 2016

Filing Overview

- ▶ Main parts of the RPIE statement:
 - Owner/contact information
 - Structures and Equipment spreadsheet
 - Income and expense information
 - Electronic signature and submission

Starting Your Filing

- ▶ Go to the RPIE online application
- ▶ Choose “RPIE for REUC (2015)”
- ▶ Enter ONE of the Pseudo BBL numbers you own
- ▶ Choose “Create a Filing”
- ▶ Enter a password for your filing
 - SAVE THIS PASSWORD! You’ll need it to amend or continue your filing

Planning to File

- ▶ Plan to file ONCE for each billing entity/EIN
 - ▶ We have linked all your REUC property together to allow for one filing
 - ▶ DO NOT FILE by borough or by individual IDENT if you own more than one IDENT
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Owner/Contact Information

- ▶ Add your owner/contact information
- ▶ Email address here will receive filing confirmation
- ▶ Prompt to check the mailing address on your Property Tax Bill
 - Check that the mailing address we have on file is correct
 - Submit updates to the online “Change My Mailing Address”
 - **YOU MUST MAINTAIN AN UPDATED MAILING ADDRESS WITH FINANCE**

Structures and Equipment Overview

- ▶ Use this format–do not add/delete columns
- ▶ Spreadsheet should reflect what you own:
 - New equipment: add a line to the spreadsheet
 - Not yours? Let REUC team know it was sold and new owner (reuc@finance.nyc.gov)
- ▶ 3 step process:
 - Download the .csv spreadsheet
 - Use a database program to complete
 - UPLOAD it to the application as an Excel spreadsheet when done

Structures and Equipment Columns

- ▶ Columns A–K: Identifying information
 - G/H: complete the address and ZIP
 - I: give us the EIN for each line. We want to reflect what you own under each EIN properly.
 - K (IMPORTANT): inventory type:
 - C–cell site (also complete columns T–AJ)
 - G–backup generator (also complete columns AK–AW)
 - O–other equipment (also complete columns L–S)

Other Equipment Reporting

- ▶ L-M: company account # and description
- ▶ Set up to account for year over year changes to cost
 - O-opening balance (aka last year's closing balance)
 - P-R: reflect dollar value of additions, retirements and adjustments
 - S: closing balance will be calculated by Finance

Cell Site Reporting

- ▶ T-U: company ID # and cell site type
- ▶ Costs split:
 - Original cost: original purchase price of equipment
 - Installation cost: labor and other installation costs
 - Total cost: calculated by Finance=original + labor
 - You must report actual cost
- ▶ T-AB: cell site detail
- ▶ AC-AJ: cell site generator detail

Backup Generator Reporting

- ▶ AK–AO: generator detail
- ▶ Costs split:
 - Original cost: original purchase price of equipment
 - Installation cost: labor and other installation costs
 - Total cost: calculated by Finance=original + labor
- ▶ AP–AR: cost detail
- ▶ AS–AW: UPS, fuel tank, shelter, etc.

Structures and Equipment Reminders

- ▶ REUC RPIE filings must be complete and reflect your costs
 - ▶ Upload the complete spreadsheet in Excel format to the application
 - ▶ Keep a copy of the spreadsheet for your records
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Income and Expense Reporting

- ▶ Sections H and I
 - ▶ Reflect ORE filing requirements
 - ▶ Refer to lists of allowable miscellaneous expenses in the instructions
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Signing and Submitting

- ▶ Final screen allows you to enter additional emails to receive a confirmation of filing
 - ▶ Electronically sign and submit the REUC RPIE statement by June 1, 2016
 - ▶ Can amend a previously submitted statement until the deadline
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Non-Filing Penalties

- ▶ Filers who don't file or who file a substantially incomplete/inaccurate filing face monetary penalties tied to the value of each IDENT
 - ▶ Non-filers also lose their ability to petition the Tax Commission for assessment hearings on the property in question
 - ▶ Filings are subject to audit
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Questions?

- ▶ Email us at reuc@finance.nyc.gov