

*** ACRIS TAX FORM CREATION CHANGES ***

Effective May 18, 2015, the NYC-RPT form will be revised to include two additional GRANTOR and GRANTEE types:

1. Single Member LLC
2. Multiple Member LLC

For any grantor and grantee that is a partnership or a multiple member LLC, the revised form will request the name and SSN/EIN for each general partner or member:

- Provide the requested information for each general partner or member in a supporting document with a separate page for each partnership or LLC. Include the name of the partnership or LLC.
- If the social security number or employer identification number is not provided, attach an affidavit attesting to the reasons the information is missing.
- This information will be used for tax administration purposes and is confidential.

For NYC-RPT forms **created in ACRIS on or after May 18, 2015**, eTax and Cover Page creation will change as follows:

- When selecting a party type on the ACRIS eTax RPTT Grantor and Grantee tabs, an additional choice of Multiple Member LLC will display.
- When Multiple Member LLC is selected as a party type on the eTax RPTT Grantor and Grantee tabs, the following text will display:

Please include as a Supporting document to the NYC-RPT form a list that identifies the multiple member LLC name and EIN and provides all the member names and SSNs or EINs or an affidavit as to why SSNs/EINs are missing.

- When Partnership is selected as a party type on the eTax RPTT Grantor and Grantee tabs, the following text will display:

Please include as a Supporting document to the NYC-RPT form a list that identifies the partnership name and EIN and provides all the general partners names and SSNs or EINs or an affidavit as to why SSNs/EINs are missing.

- When the RPTT is brought into the Cover Page, if Multiple Member LLC is selected as a party type, a new Supporting Document will be checked requiring you to enter a page count:

**NAME & TIN OF EACH MEMBER FOR ALL MULTI MEMBER LLCS /
AFFIDAVIT FOR MISSING TINS**

- When the RPTT is brought into the Cover Page, if Partnership is selected as a party type, a new Supporting Document - will be checked requiring you to enter a page count:

**NAME & TIN OF EACH GENERAL PTR FOR ALL PARTNERSHIPS /
AFFIDAVIT FOR MISSING TINS**