



FINANCE  
NEW • YORK

NYC  
245

NEW YORK CITY DEPARTMENT OF FINANCE  
ACTIVITIES REPORT OF CORPORATIONS

(Title 11, Chapter 6, Administrative Code)

For CALENDAR YEAR \_\_\_\_\_ or FISCAL YEAR beginning \_\_\_\_\_ and ending \_\_\_\_\_

TO BE FILED ONLY BY CORPORATIONS DISCLAIMING LIABILITY FOR TAX. THE FILING OF THIS REPORT DOES NOT CONSTITUTE THE FILING OF A RETURN.

Print or Type ▼

Name \_\_\_\_\_

Address (number and street) \_\_\_\_\_

City and State \_\_\_\_\_ Zip Code \_\_\_\_\_

Location of Executive or Main Office \_\_\_\_\_

Date incorporated \_\_\_\_ / \_\_\_\_ / \_\_\_\_ under laws of \_\_\_\_\_

EMPLOYER IDENTIFICATION NUMBER  
  -

BUSINESS CODE NUMBER AS PER FEDERAL RETURN

IMPORTANT: All corporations licensed and/or regulated by the NYC Taxi and Limousine Commission use business code 9999 in lieu of federal code.

NYC PRINCIPAL BUSINESS ACTIVITY \_\_\_\_\_

1. OFFICES AND OTHER PLACES OF BUSINESS IN NEW YORK CITY

LOCATION	NATURE OF ACTIVITY	DATE ESTABLISHED

2. OTHER OFFICES AND PLACES OF BUSINESS

LOCATION (CITY AND STATE)	NATURE OF ACTIVITY	DATE ESTABLISHED

3. OFFICERS, AGENTS AND REPRESENTATIVES IN NEW YORK CITY

(Attach a full description of duties for each officer, agent or representative)

NAME	RESIDENCE ADDRESS	OFFICIAL TITLE

4. Number of employees in New York City \_\_\_\_\_ (give number, titles, and duties of each class on a rider)

5. The corporation is exempt from General Corporation Tax as

- a) an insurance corporation (attach copy of New York State Certificate of Authority).....  YES  NO
- b) a nonstock, nonprofit organization (see instructions) .....  YES  NO

6. Did the corporation:

- a) own or lease real property in New York City? .....  YES\*  NO
- b) own or lease tangible personal property in New York City? .....  YES\*  NO
- c) employ any other assets in New York City?.....  YES\*  NO
- d) own merchandise located in New York City for sale? .....  YES\*  NO
- e) own assets located in New York City which are leased to others?.....  YES\*  NO
- f) perform any construction, erection, installation or repair work or other services in New York City? .....  YES\*  NO
- g) file a New York State Franchise Tax Report? If "Yes," attach a copy of report. ....  YES  NO
- h) file a New York State Activities Report (CT-245)? If "Yes," attach a copy of report.....  YES  NO
- i) regularly solicit business by representatives going into New York City? .....  YES\*  NO
- j) participate in a partnership or joint venture doing business in New York City? .....  YES\*  NO

\* If "Yes," attach schedule giving full details.

CERTIFICATION OF AN ELECTED OFFICER OF THE CORPORATION

Sign \_\_\_\_\_ I hereby certify that this report, including any accompanying rider, is, to the best of my knowledge and belief, true, correct and complete.

HERE →

▲ Signature of Officer

▲ Title

▲ Date

NYC-245 1997 MAILING INSTRUCTIONS →

NYC DEPARTMENT OF FINANCE  
MISCELLANEOUS PROCESSING / DATA ENTRY - 245  
25 ELM PLACE, 3RD FLOOR  
BROOKLYN, NY 11201

ENTER YOUR CORRECT EMPLOYER IDENTIFICATION NUMBER.

This report must be filed by any corporation that has an officer, employee, agent, or representative in the City and claims not to be subject to the New York City General Corporation Tax. For taxable years beginning in 1996 and thereafter, entities taxable as corporations for federal income tax purposes under IRC §7701 (a) (3) and §7704 are considered corporations for purposes of the General Corporation Tax. **A corporation subject to General Corporation Tax cannot use this form;** it must file a General Corporation Tax Return, Form NYC-4S or NYC-3L. See "Corporations Subject to Tax" below. **The filing of this return does not constitute the filing of a return by the corporation sufficient to start the running of the limitations period for assessments of tax. To obtain the protection of the limitations period, a General Corporation Tax Return must be properly filed.** A corporation that has ceased doing business in the City during the taxable year cannot use this form. Such a corporation must file a final return or request an extension of time to file a final return **on or before the 15th day after the date that the corporation ceases to be subject to the General Corporation Tax.** See Form NYC-6F and instructions for further information.

A corporation is not required to file this report if it falls under one of the following:

- 1) the corporation is exempt from the General Corporation Tax under Section 11-603.4 of the Administrative Code;
- 2) the corporation has received a letter from the Department of Finance exempting it from tax as a nonstock, nonprofit corporation (*see instructions for line 5b below*), provided there has been no change in its character, activities or federal tax status since the date of that letter;
- 3) the corporation's only tie with New York City is that one or more of the corporation's officers, employees, agents or representatives reside in the City or come into the City infrequently in connection with isolated transactions of the corporation; or
- 4) the corporation is a Real Estate Mortgage Investment Conduit (REMIC).

#### WHEN TO FILE

Any corporation required to file this report must do so annually, on or before March 15th if it reports on a calendar year basis for federal income tax purposes, or within 2½ months after the close of its fiscal year if it reports on a fiscal year basis.

#### LINE 5b

Every corporation claiming exemption from General Corporation Tax as a nonstock, nonprofit corporation (except for corporations exempt from federal income tax under IRC Section 501(c)(2) and (25)) **must** apply for an exemption from the Department of Finance by submitting an application for exemption containing an affidavit setting forth the following information about the corporation:

- 1) the purposes for which it is organized,

- 2) its actual activities,
- 3) the source and disposition of its income,
- 4) whether any of its income is credited to surplus or may inure to any private stockholder or individual, and
- 5) such other facts that may affect its right to exemption.

**The affidavit must be supplemented by:** a copy of the articles of incorporation or articles of association, a copy of the bylaws, copies of statements showing the corporation's assets and liabilities and receipts and disbursements for the most recent year, a photostatic copy of a letter from the United States Treasury Department granting the corporation an exemption from federal income taxation and photocopies of federal, state and local tax returns filed by the organization for the three most recent preceding years.

All of the above information should be sent to:

**NYC Department of Finance  
Exemption Processing  
25 Elm Place, 3rd Floor  
Brooklyn, New York 11201**

There is no prescribed application form and no application fee.

#### LINE 6

If you answer "yes" to any question other than 6h, the corporation may be subject to General Corporation Tax. See "Corporations Subject to Tax" for more information. Corporations subject to tax cannot use this form.

#### LINE 6g

If the answer to question 6g is "yes," state on a rider what activities take place elsewhere in New York State that do not also take place in New York City, or other reasons for filing a State Franchise Tax Report.

#### LINE 6i

If the answer is "yes," see section 11-04(a) (11) of Title 19 of the Rules of the City of New York for information regarding the application of P.L. 86-272 to activities in New York City.

#### CORPORATIONS SUBJECT TO TAX

**A corporation subject to General Corporation Tax cannot use this form;** it must file either Form NYC-4S or NYC-3L. Section 11-603.1 of the Administrative Code provides that a corporation is subject to tax if it is:

- 1) doing business in New York City,
- 2) employing capital in New York City,
- 3) owning or leasing property in New York City, in a corporate or organized capacity, or
- 4) maintaining an office in New York City.

The term "doing business" is used in a comprehensive sense and includes all activities that occupy the time or labor of people for profit. Regardless of the nature of its activities, every corporation organized for profit

and carrying out any of the purposes of its organization is deemed to be "doing business" for the purpose of the tax. In determining whether a corporation is doing business, it is immaterial whether its activities actually result in a profit or a loss.

The term "employing capital" includes any of a large variety of uses, which may overlap other categories and give rise to taxable status. In general, the use of assets instrumental in maintaining or aiding the corporate enterprise or activity in the City will create liability. Employing capital includes activities such as:

- a) maintaining stockpiles of raw materials or inventories; and
- b) maintaining securities in the City for trading purposes.

Under Section 11-603.2 of the Administrative Code, a corporation is not considered to be doing business, employing capital, owning or leasing property, or maintaining an office in New York City by reason of:

- a) the maintenance of cash balances with banks or trust companies in the City;
- b) the ownership of shares of stock or securities kept in the City, if kept in a safe deposit box, safe, vault or other receptacle rented for the purpose, or if pledged as collateral security, or if deposited with one or more banks or trust companies, or brokers who are members of a recognized security exchange, in safekeeping or custody accounts;
- c) the taking of any action by any such bank or trust company or broker which is incidental to the rendering of safekeeping or custodial service to the corporation;
- d) the maintenance of an office in the City by one or more officers or directors of the corporation who are not employees of the corporation as long as the corporation is not otherwise doing business or employing capital in the City and does not own or lease property in the City;
- e) the keeping of books or records of a corporation in the City if the books or records are not kept by employees of the corporation and the corporation is not otherwise doing business or employing capital in the City and does not own or lease property in the City; or
- f) any combination of the foregoing activities.

**NOTE:** For additional guidance concerning what activities constitute "doing business," "employing capital," "owning or leasing property," and "maintaining an office" in New York City, see Sections 11-03 and 11-06 of Title 19 of the Rules of the City of New York. For additional information concerning corporations not subject to tax, see Section 11-04 of those rules and Administrative Code Section 11-603