



For CALENDAR YEAR 2020 or FISCAL YEAR beginning _____, 2020 and ending _____, _____

Print or Type:

| | | | | |
|--|----------|---|--------------------------|--|
| Name (If combined filer, give name of designated agent) See Instructions | | Name Change <input type="checkbox"/> | Taxpayer's Email Address | |
| In Care of | | EMPLOYER IDENTIFICATION NUMBER | | |
| Address (number and street) | | Address Change <input type="checkbox"/> | [] - [] | |
| City and State | Zip Code | Country (if not US) | | |
| Business telephone number | | Person to contact | | |
| BUSINESS CODE NUMBER AS PER FEDERAL RETURN | | | | |
| [] | | | | |

Business C Corporations only. Filing form: NYC-2, NYC-2A, NYC-2S

COMPUTATION OF MANDATORY FIRST INSTALLMENT

| | | Payment Amount | |
|-------------------|--|----------------|--|
| A. Payment | Amount included with form - Make payable to: NYC Department of FinanceA. | | |
| 1. | C Corporation tax from the second preceding year | 1. | |
| 2. | First installment for upcoming year | 2. | |
| 3. | Credits from prior year | 3. | |
| 4. | Amount due (line 2 less line 3) | 4. | |

CERTIFICATION OF AN ELECTED OFFICER OF THE CORPORATION

I hereby certify that this form, including any accompanying rider, is, to the best of my knowledge and belief, true, correct and complete.
I authorize the Dept. of Finance to discuss this form with the preparer listed below. (See instructions)YES

| | | | | |
|------------------|--|----------------------|-------------------------|---|
| SIGN HERE | Signature of officer | Title | Date | Firm's email address |
| | PREPARER'S USE ONLY | Preparer's signature | Preparer's printed name | Check if self-employed <input type="checkbox"/> |
| | | | Date | Preparer's Social Security Number or PTIN |
| | | | | [] - [] - [] |
| | | | | Firm's Employer Identification Number |
| | | | | [] - [] |
| | ▲ Firm's name (or yours, if self-employed) | ▲ Address | ▲ Zip Code | |

MAILING INSTRUCTIONS:

MAIL FORM TO:
NYC DEPARTMENT OF FINANCE
P.O. BOX 3929
NEW YORK, NY 10008-3929

Make remittance payable to the order of:
NYC DEPARTMENT OF FINANCE
Payment must be made in U.S.dollars,
drawn on a U.S. bank.

To receive proper credit, you must enter your correct Employer Identification Number on your declaration and remittance.

KEEP A COPY OF THIS FORM FOR YOUR RECORDS. SEE INSTRUCTIONS ON PAGE 2.

ELECTRONIC FILING

Register for electronic filing. It is an easy, secure and convenient way to file a declaration and an extension and pay taxes on-line.
For more information log on to **NYC.gov/eservices**

WHO MUST FILE

Every C corporation subject to the New York City Business Corporation Tax (Title 11, Chapter 6, Subchapter 3-A of the Administrative Code) must file Form NYC-300 and pay the Mandatory First Installment ("MFI") if its tax for the second preceding year exceeded \$1,000. The MFI is equal to 25 percent of the tax for the second preceding tax year for which the payment must be made. See Administrative Code §11-658. For a group filing a combined return, this form should be filed by the designated agent of the group, as defined in Administrative Code §11-654.3(7).

WHEN TO FILE

The due date is 2-1/2 months into the current year, not the due date of the return or extension. For a calendar year taxpayer, the due date is March 15th. *If any of the dates fall on a Saturday, Sunday or legal holiday, the due date is the next business day.*

COMPUTATION OF MANDATORY FIRST INSTALLMENT (MFI) OF ESTIMATED TAX FOR CURRENT YEAR

Corporations whose tax liability for the second preceding year exceeds \$1,000 are required to pay 25% of the tax liability for the second preceding year as a first installment of estimated tax for the current year (MFI). The second preceding year's tax means the tax imposed on the taxpayer by section 11-653 of the Administrative Code for the second preceding calendar or fiscal year.

EXAMPLE: Corporation A is a calendar year taxpayer. For calendar year 2015, Corporation A reported \$2,000 in Business Corporation Tax. Corporation A must pay \$500 with its Form NYC-300 for 2017.

Line 1 - Enter the total tax after credits for the second preceding tax year.

Line 2 - If the tax on line 1 is greater than \$1,000, the MFI is computed by multiplying the tax by 25%.

Note: If you do not have a second preceding tax year because a return was not required to be filed, then you are not required to make an MFI of estimated tax; **do not** file this form. You must still make a declaration of estimated tax, and pay the remaining installments of estimated Business Corporation Tax using Form NYC-400, Estimated Tax by Business Corporations and Subchapter S General Corporations.

Line 3 - Line 3 is available as an option to satisfy the payment of MFI of estimated tax by using overpayments from prior periods instead of remitting additional money. The amounts used for this purpose must be overpayments shown on prior period returns already filed. Do not use overpayments that you anticipate computing on the tax return you will file after you file Form NYC-300.

EXAMPLE: A calendar-year filer is filing Form NYC-300 by March 15, 2019 to make the MFI payment for 2019. The filer reasonably believes that when filing its 2018 return due on April 15, 2019, it will have an overpayment for 2018. When filing Form NYC-300, the taxpayer is **not allowed** to include on line 3 the 2018 overpayment as partial or full payment of the 2019 MFI requirement because the 2018 return has not yet been filed.

PENALTY

The law imposes penalties for failure to pay or underpayment of estimated tax. (*Refer to Section 11-676, Subdivisions 3 and 4 of the Administrative Code.*)

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TAX PREPARERS

Anyone who prepares a return for a fee must sign the return as a paid preparer and enter his or her Social Security Number or PTIN. (See Finance Memorandum 00-1.) Include the company or corporation name and Employer Identification Number, if applicable.

Preparer Authorization: If you want to allow the Department of Finance to discuss your return with the paid preparer who signed it, you must check the "Yes" box in the signature area of the return. This authorization applies only to the individual whose signature appears in the "Preparer's Use Only" section of your return. It does not apply to the firm, if any, shown in that section. By checking the "Yes" box, you are authorizing the Department of Finance to call the preparer to answer any questions that may arise during the processing of your return. Also, you are authorizing the preparer to:

- give the Department any information missing from your return,
- call the Department for information about the processing of your return or the status of your refund or payment(s), and
- respond to certain **notices that you have shared with the preparer** about math errors, offsets, and return preparation. The notices will not be sent to the preparer.

You are not authorizing the preparer to receive any refund check, bind you to anything (including any additional tax liability), or otherwise represent you before the Department. The authorization cannot be revoked; however, the authorization will automatically expire no later than the due date (without regard to any extensions) for filing next year's return. **Failure to check the box will be deemed a denial of authority.**