NEW YORK CITY DEPARTMENT OF FINANCE

NYC - 5UBTI
Finance

DECLARATION OF ESTIMATED UNINCORPORATED BUSINESS TAX

(FOR INDIVIDUALS, ESTATES AND TRUSTS)

2013

For CALENDAR YEAR 2013 or FISCAL YEAR beginning _____ and ending _____

Print or Type

First name and initial	Last name	SOCIAL SECURITY NUMBER
Business name		
Business address (number and street)		BUSINESS CODE NUMBER AS PER FEDERAL RETURN
City and State	Zip Code	ESTATES, TRUSTS AND LLCs ONLY, ENTER EMPLOYER IDENTIFICATION NUMBER
Business Telephone Number	Taxpayer's Email Address	

A. Payment Amount included with form - Make payable to: *NYC Department of Finance* ●

Payment Enclosed

1a. 2012 Unincorporated Business Tax: **1b.** Estimate of 2013 tax ....● **1b.**

COMPUTATION OF INSTALLMENT - (✔) *Check proper box below and enter amount indicated.*

2. ***If this declaration is due on:*** ☐ April 15, 2013, enter 1/4 of line 1b ☐ Sept. 16, 2013, enter 1/2 of line 1b ☐ June 17, 2013, enter 1/3 of line 1b ☐ Jan. 15, 2014, enter amount of line 1b .. **2.**

3. Enter amount of overpayment on 2012 return which you elected to have applied as a credit against 2013 estimated tax .● **3.**

4. Amount to be paid with this declaration (line 2 less line 3) (Payable to: *NYC DEPARTMENT OF FINANCE*) ..● **4.**

Signature of taxpayer _____ Title _____ Date _____

60611391 **To receive proper credit, you must enter your correct Social Security Number or Employer Identification Number on your declaration and remittance.**

DETACH ON DOTTED LINE & SEND UPPER PORTION IN A SEPARATE ENVELOPE. RETAIN LOWER PORTION FOR YOUR RECORDS

ESTIMATED TAX WORKSHEET

▼ KEEP THIS PORTION FOR YOUR RECORDS ▼

1. Net income from business expected in 2013 *(see instructions)* ..... **1.**

2. Exemption *(see instructions)* ..... **2.**

3. Line 1 less line 2 (estimated taxable business income) ..... **3.**

4. Tax - enter 4% of line 3 *(see instructions)* ..... **4.**

5a. Business Tax Credit (✔) *(Check applicable box below and enter credit amount)*

- ❑ Tax on line 4 is $3,400 or less. Your credit is the entire amount of tax on line 4.
- ❑ Tax on line 4 is $5,400 or over. No credit is allowed. Enter "0".
- ❑ Tax on line 4 is over $3,400 but less than $5,400, use formula for credit amount:

Tax on line 4 x $\frac{(\$5{,}400 \text{ minus tax on line 4})}{\$2{,}000}$ ..... **5a.**

5b. Other credits *(see instructions)* ..... **5b.**

5c. Total credits (add lines 5a and 5b) ..... **5c.**

6. Estimated 2013 Unincorporated Business Tax (line 4 less line 5c)
Enter here, on line 7b, and on line 1b of declaration above ..... **6.**

7a. 2012 Unincorporated Business Tax..**7a.** **7b.** Estimate of 2013 tax from line 6..**7b.**

COMPUTATION OF INSTALLMENT - (✔) *Check proper box below and enter amount indicated. Fiscal year taxpayers see instructions.*

8. ***If this declaration is due on:*** ☐ April 15, 2013, enter 1/4 of line 7b ☐ Sept. 16, 2013, enter 1/2 of line 7b ☐ June 17, 2013, enter 1/3 of line 7b ☐ Jan. 15, 2014, enter amount of line 7b ..... **8.**

9. Enter amount of overpayment on 2012 return which you elected to have applied as a credit against 2013 estimated tax ...**9.**

10. Amount to be paid with this declaration (line 8 less line 9) (Payable to: *NYC DEPARTMENT OF FINANCE*) .....**10.**

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.

MAILING INSTRUCTIONS

MAIL YOUR DECLARATION FORM TO:
NYC DEPARTMENT OF FINANCE
UNINCORPORATED BUSINESS TAX
P. O. BOX 3923
NEW YORK, NY 10008-3923

NYC-5UBTI 2013

NOTE
If any due date falls on Saturday, Sunday or legal holiday, filing will be timely if made by the next day which is not a Saturday, Sunday or holiday.

PURPOSE OF DECLARATION
This declaration form provides a means of paying Unincorporated Business Tax on a current basis for individuals, estates and trusts engaged in carrying on an unincorporated business or profession, as defined in Section 11-502 of the Administrative Code. Partnerships use Form NYC-5UB for filing their declarations.

Every unincorporated business must file an income tax return after the close of its taxable year and pay any balance of tax due. If the tax has been overpaid, adjustment will be made only after the return has been filed.

WHO MUST MAKE A DECLARATION
A 2013 declaration must be made by every individual, estate and trust carrying on an unincorporated business or profession in New York City if its estimated tax (line 6 of tax computation schedule) can reasonably be expected to exceed $3,400 for the calendar year 2013 (or, in the case of a fiscal year taxpayer, for the fiscal year beginning in 2013).

WHEN AND WHERE TO FILE DECLARATION
You must file the declaration for the calendar year 2013 on or before April 15, 2013, or on the applicable later dates specified in these instructions.

- Declarations with remittances -
NYC Department of Finance
Unincorporated Business Tax
P.O. Box 5070
Kingston, NY 12402-5070

- All other declarations -
NYC Department of Finance
Unincorporated Business Tax
P.O. Box 5080
Kingston, NY 12402-5080

Fiscal year taxpayers, read instructions opposite regarding filing dates.

HOW TO ESTIMATE UNINCORPORATED BUSINESS TAX The worksheet on the front of this form will help you in estimating the tax for 2013.

LINE 1 -
The term "net income from business expected in 2013" means the amount estimated to be the 2013 net income from business, including professions, before the unincorporated business exemption. See Schedule A, line 14 of the 2012 Unincorporated Business Tax Return and related instructions (Form NYC-202).

LINE 2 - EXEMPTION
For the amount of the allowable exemption, see the instructions for the 2012 Form NYC-202, Schedule A, line 15.

LINE 4 - UNINCORPORATED BUSINESS TAX
If you expect to receive a refund or credit in 2013 of any sales or compensating use tax for which a credit was claimed in a prior year under Administrative Code Sections 11-503(k) (sales and use tax credit), the amount of the estimated refund or credit must be added to the tax shown on line 4 of the tax computation schedule.

LINE 5b - OTHER CREDITS
Enter on line 5b the amount estimated to be the sum of any credits allowable for 2013 under Administrative Code Sections 11-503(e) (real estate tax escalation credit), 11-503(f) (employment opportunity relocation costs credit) 11-503(i) (relocation and employment assistance program (REAP) credit, 11-503(l) (lower Manhattan REAP Credit) 11-503(m) (NYC Film Production Credit,) 11-503(n) (Industrial Business Zone Credit) and 11-503(o) (Biotechnology Credit). (For additional details concerning these credits, refer to instructions for Forms NYC-114.5, NYC-114.6, NYC-114.8, NYC-114.9 and NYC-114.10)

DECLARATION
On line 1a of the declaration (line 7a of the Estimated Tax Worksheet), enter the amount the unincorporated business reported as tax on line 23 of its 2012 Form NYC-202 or line 8 of its 2012 Form NYC-202S. On line 1b (line 7b of the Estimated Tax Worksheet) enter the amount from line 6 of the Estimated Tax Worksheet. This is the amount the business estimates as its 2013 Unincorporated Business Tax liability.

PAYMENT OF ESTIMATED TAX
Except as specified elsewhere in these instructions, the estimated tax on line 1b of the declaration is payable in equal installments on or before April 15, 2013, June 17, 2013, September 16, 2013 and January 15, 2014. The first installment payment must accompany the declaration. However, the estimated tax may be paid in full with the declaration.

If there was an overpayment on the 2012 Unincorporated Business Tax Return and on line 30b of the NYC-202 or line 13b of the NYC-202S you elected to have that overpayment applied as a credit toward your 2013 estimated tax, enter the amount from line 30b of the NYC-202 or line 13b of the NYC-202S on line 3 of the declaration.

Make remittance payable to *NYC DEPARTMENT OF FINANCE*. All remittances must be payable in U. S. dollars drawn on a U. S. bank. Checks drawn on foreign banks will be rejected and returned. A separate check for the declaration will expedite processing of the payment.

AMENDED DECLARATION
If, after a declaration is filed, the estimated tax increases or decreases because of a change in income, deductions, or allocation, you should file an amended declaration on or before the next date for payment of an installment of estimated tax. This is done by completing the amended schedule of the Notice of Estimated Tax Payment Due (Form NYC-B100). This notice will be automatically mailed to you.

CHARGE FOR UNDERPAYMENT OF INSTALLMENTS OF ESTIMATED TAX
A charge is imposed for underpayment of an installment of estimated tax for 2013. For information regarding interest rates, call 311. If calling from outside of the five NYC boroughs, please call 212-NEW-YORK (212-639-9675). The Administrative Code follows provisions similar to the Internal Revenue Code with respect to underpayments of estimated tax. Form NYC-221 may be used to determine if any charge for underpayment is due or if any exceptions apply. If it appears that there was an underpayment of any installment of estimated tax, a completed copy of Form NYC-221 may be attached to the return explaining why an additional charge should not be made.

PENALTIES
The law imposes penalties for failure to make a declaration or pay estimated tax due or for making a false or fraudulent declaration or certification.

FISCAL YEAR TAXPAYERS
A taxpayer filing its Unincorporated Business Tax Return on a fiscal year basis should substitute the corresponding fiscal year months for the months specified in the instructions. For example, if the fiscal year begins on April 1, 2013, the Declaration of Estimated Unincorporated Business Tax will be due on July 15, 2013, together with payment of first quarter estimated tax. In this case, equal installments will be due on or before September 16, 2013, December 16, 2013, and April 15, 2014.

CHANGES IN INCOME
Even though on April 15, 2013, you do not expect your unincorporated business tax to exceed $3,400, a change in income, allocation or exemption may require that a declaration be filed later. In this event the requirements are as follows:

If requirement for filing occurs:	File declaration by:	Amount of estimated tax due	Installment payment dates
after .....but before			
April 1, 2013 .....June 2, 2013	June 17, 2013	1/3	(1) June 17, 2013 (2) Sept. 16, 2013 (3) Jan. 15, 2014
June 1, 2013 .....Sept. 2, 2013	Sept. 16, 2013	1/2	(1) Sept. 16, 2013 (2) Jan. 15, 2014
Sept. 1, 2013.....Jan. 1, 2014	Jan. 15, 2014	100%	None

If you file your 2013 Unincorporated Business Tax Return by February 18, 2014, and pay the full balance of tax due, you need not: *(a)* file an amended declaration or an original declaration otherwise due for the first time on January 15, 2014, or *(b)* pay the last installment of estimated tax otherwise due and payable on January 15, 2014.

CAUTION
An extension of time to file your federal tax return or New York State personal income tax return does NOT extend the filing date of your New York City tax return.

ELECTRONIC FILING
Note: Register for electronic filing. It is an easy, secure and convenient way to file and pay an extension on-line. For more information log on to **nyc.gov/nycefile**

NOTE
Filing a declaration or an amended declaration, or payment of the last installment on January 15, 2014, or filing a tax return by February 18, 2014, will not satisfy the filing requirements if you failed to file or pay an estimated tax which was due earlier in the taxable year.

PRIVACY ACT NOTIFICATION
The Federal Privacy Act of 1974, as amended, requires agencies requesting Social Security Numbers to inform individuals from whom they seek this information as to whether compliance with the request is voluntary or mandatory, why the request is being made and how the information will be used. The disclosure of Social Security Numbers for taxpayers is mandatory and is required by section 11-102.1 of the Administrative Code of the City of New York. Such numbers disclosed on any report or return are requested for tax administration purposes and will be used to facilitate the processing of tax returns and to establish and maintain a uniform system for identifying taxpayers who are or may be subject to taxes administered and collected by the Department of Finance, and, as may be required by law, or when the taxpayer gives written authorization to the Department of Finance for another department, person, agency or entity to have access (limited or otherwise) to the information contained in his or her return.

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