



Instructions for Form IT-2664

Nonresident Cooperative Unit

Estimated Income Tax Payment Form

IT-2664-I

General information

Effective November 18, 2004, nonresident individuals, estates, and trusts are required to estimate the personal income tax on the gain, if any, from certain sales, conveyances, or other dispositions (sales or transfers) of shares of stock in a cooperative housing corporation, in connection with the grant or transfer of a proprietary leasehold by the owner of the shares, where the cooperative unit represented by such shares is located in New York State.

Unless the sale or transfer of the cooperative unit is exempt as explained below, you must use Form IT-2664, *Nonresident Cooperative Unit Estimated Income Tax Payment Form*, to compute the gain (or loss) and pay the full amount of estimated tax due, if applicable. **Each** grantor/transferor listed on Form TP-584, *Combined Real Estate Transfer Tax Return, Credit Line Mortgage Certificate, and Certification of Exemption from the Payment of Estimated Personal Income Tax*, Schedule A (or an attachment to Form TP-584), must sign Form TP-584, Schedule D **or** attach a completed Form IT-2664 with full payment of any estimated personal income tax due. **Use 2005 Form IT-2664 for sales or transfers of a cooperative unit after December 31, 2004, but before January 1, 2006.**

Form IT-2664, if required, must be filed with Form TP-584, and any estimated personal income tax due from the sale or transfer of a cooperative unit must be paid in full to the New York State Tax Department within 15 days of the delivery of the instrument effecting the sale or transfer. (See *Where and when to file* on page 2 of these instructions.)

Nonresident individuals, estates, and trusts must take into account the amount of estimated tax paid with Form IT-2664 when they file their 2005 New York State income tax returns. Any refund that is due can be claimed at that time. Estimated tax payments made with Form IT-2664 cannot be refunded prior to the filing of an income tax return.

The requirement for payment of estimated tax under Tax Law section 663 does not apply to individuals, estates, or trusts who are residents of New York State at the time of the sale or transfer of a cooperative unit. Additionally, the requirement may not apply to certain sales or transfers, even if the individual, estate, or trust is a nonresident at the time of the sale or transfer. See *Exempt sales or transfers* below.

New York State Form TP-584, Schedule D, must be completed for sales or transfers of a cooperative unit by New York State residents and nonresidents claiming exemption from the payment of estimated personal income tax under Tax Law section 663. For more information, see Form TP-584 and the instructions for Form TP-584.

For sales or transfers of a fee simple interest in real property by a nonresident, do not use Form IT-2664. See Form IT-2663, *Nonresident Real Property Estimated Income Tax Payment Form*, and the instructions for Form IT-2663.

Definitions

The following definitions apply to Form IT-2664 and these instructions.

Transferor/seller means the individual, estate, or trust making the sale, conveyance, or other disposition of shares of stock in a cooperative housing corporation in connection with the grant or transfer of a proprietary leasehold by the owner of the shares, where the cooperative unit represented by such shares is located in New York State.

Cooperative housing corporation means a corporation that has only one class of stock, that entitles the shareholder to live in a house or an apartment (cooperative unit) in a building or on property owned or leased by the corporation. Housing cooperatives can be, but are not limited to, single-family homes, duplexes, townhouses, apartments, dormitories, land subdivisions with sites and utilities, mobile home parks, and marinas.

Sale or transfer means the sale, conveyance, or other disposition of shares of stock in a cooperative housing corporation in connection with the grant or transfer of a proprietary leasehold.

Cooperative unit means the physical space represented by shares of stock in a cooperative housing corporation in connection with a proprietary leasehold.

Proprietary leasehold means an agreement between a cooperative tenant-stockholder and the cooperative housing corporation that defines the rights and obligations of each party regarding use and occupancy of the cooperative unit.

Principal residence means your main home within the meaning of section 121 of the IRC for which you are allowed to exclude the gain for federal income tax purposes.

Exempt sales or transfers

A nonresident is not required to file Form IT-2664 if either of the following apply:

- The transferor or transferee is an agency or authority of the United States of America, an agency or authority of the state of New York, the Federal National Mortgage Association, the Federal Home Loan Mortgage Corporation, the Government National Mortgage Association, or a private mortgage insurance company. (Tax Law section 663(c)(3))
- The proprietary leasehold being transferred in connection with the sale, conveyance or other disposition of the shares of stock in a cooperative housing corporation is a principal residence of the seller or transferor within the meaning of section 121 of the Internal Revenue Code (IRC). (Tax Law section 663(c)(4))

Section 121 of the IRC relates to the federal exclusion of gain on the sale of a principal residence. If the cooperative unit does not qualify in total as the principal residence of the transferor/seller, see *Cooperative unit used in part as a principal residence* on page 2.

Note: A cooperative unit that qualifies in total as the principal residence of the transferor/seller qualifies for the exemption even if part of the gain is not excluded under section 121 of the IRC because the gain exceeds the amount of the exclusion provided for in that section.

To claim exemption from the payment of estimated personal income tax under section 663(c) of the Tax Law, see Form TP-584, Schedule D.

Special rules

Cooperative unit used in part as a principal residence

If a portion of the cooperative unit sold or transferred qualifies as your principal residence and a portion of the cooperative unit was used for any other purpose, the payment of estimated personal income tax is required on the gain allocable to the portion of the cooperative unit that does **not** qualify as your principal residence.

To exclude the gain on the portion of the cooperative unit used as your principal residence, you generally must have owned and lived in the cooperative unit as your main home for at least 2 years during the 5-year period ending on the date of the sale or transfer.

Method of allocation — For purposes of determining the amount of gain allocable to the portion of the cooperative unit used as your principal residence and the portion used for any other purpose, you must allocate the basis and the amount realized between the portions using the same method of allocation as used for federal personal income tax purposes (see Form IT-2664, page 2, *Worksheet for Part II*, line 18).

Installment sales

You are required to compute the total gain, if any, on the sale or transfer of the cooperative unit. However, you pay estimated personal income tax only on that portion of the gain that will be reported on your 2005 federal personal income tax return.

For payments of estimated personal income tax due on installment payments received in tax years after 2005, you must use Form IT-2105, *Estimated Income Tax Payment Voucher*. For more information, see Form IT-2105 and its instructions.

Estates and trusts

Estates and trusts are required to estimate the personal income tax due on the entire gain, if any, on the sale or transfer of a cooperative unit, without regard to any distributions of the gain to beneficiaries that may occur during the tax year of the sale.

Fiduciaries of both estates and trusts that pay estimated tax may elect to have any portion of estimated tax payments allocated to any of the beneficiaries. When fiduciaries file the estate's or trust's income tax return for the year, they must file Form IT-205-T, *Allocation of Estimated Tax Payments to Beneficiaries*, to show the allocation of any estimated tax payment among the beneficiaries. See the instructions for Form IT-205-T for information about how to file and when to file Form IT-205-T.

Where and when to file

Complete Form IT-2664 and attach a separate check or money order made payable to **NYS Income Tax** for the full amount of any estimated tax due (see Form IT-2664, page 3). You must file Form IT-2664 together with your Form TP-584 and attach a separate check or money order (where indicated on page 3 of Form IT-2664) for full payment of any tax due as shown on Form TP-584 (see Form TP-584, page 2).

Mail both forms, together with any required payments, to the NYS Tax Department at the address below within 15 days of the delivery of the instrument effecting the sale or transfer of the cooperative unit.

**NYS TAX DEPARTMENT
RETT RETURN PROCESSING
PO BOX 5045
ALBANY NY 12205-5045**

If you use a delivery service other than the U.S. Postal Service, see *Private delivery services* on page 3 of Form IT-2664.

Line instructions for Form IT-2664

A separate Form IT-2664 must be filed by a nonresident for each sale or transfer of a cooperative unit located in New York State, unless the nonresident transferor/seller is exempt from the requirement to pay estimated tax as provided for under Tax Law section 663(c) (see Form TP-584, Schedule D).

Multiple transferor/sellers

If there is more than one transferor/seller (as listed on Form TP-584, Schedule A, or an attachment to Form TP-584) required to file Form IT-2664, each transferor/seller must complete and submit a separate Form IT-2664. If a payment of estimated personal income tax is required, each Form IT-2664 must have a separate check or money order.

Married couples who are nonresident transferor/sellers and are required to file Form IT-2664 may file one Form IT-2664. If a payment of estimated personal income tax is due, you may use one check or money order.

Item A

Mark an **X** in the applicable box to indicate whether the transferor/seller is an individual, estate, or trust. If the transferor/seller is a revocable living trust, or any other trust in which an individual is treated as the owner of the trust, mark an **X** in the box for *an individual*. For all other trusts and estates, mark an **X** in the box for *a trust or estate*.

Item B

If you are reporting the sale or transfer of a cooperative unit as an installment sale for federal income tax purposes (you are using federal Form 6252, *Installment Sale Income*, to report the sale), mark an **X** in the *Yes* box on item B. Give the duration of the installment agreement in months if the duration of the agreement is for 12 months or less, or in years if the duration of the agreement is more than 12 months.

Item C

If only a portion of the cooperative unit being sold or transferred qualifies as your principal residence for federal income tax purposes, mark an **X** in this box.

Part I — Sale or transfer information

Print your full name, address, and social security number. For estates and trusts, enter the employer identification number. If your mailing address is a PO Box, you must also include your street address. If you are married and filing one Form IT-2664, print the spouse's name and social security number in the space provided.

Location and description of the cooperative unit

Enter the address (including the unit number, if applicable, and county), a description of the cooperative unit (such as apartment or townhouse), and the tax map number of the building or property if known.

Date of conveyance

Enter the date of the conveyance from Form TP-584, Schedule A.

Part II — Estimated tax information

You must complete the *Worksheet for Part II* on page 2 of Form IT-2664 before completing this part.

Line 1

Enter the amount from *Worksheet for Part II*, line 15.

Line 2

Enter the amount from *Worksheet for Part II*, line 17. If the amount on line 17 is greater than zero, enter the **total** amount of gain on the sale or transfer of the cooperative unit. If the sale or transfer of the cooperative unit does not result in a gain or results in a loss, enter **0** and mark an **X** in box 4a on Form IT-2664, Part III. Also complete line 3, and Form IT-2664-V on page 3 of Form IT-2664.

Line 3

Enter the amount of estimated tax due from *Worksheet for Part II*, line 20. Also enter this amount on Form IT-2664-V, on page 3 of Form IT-2664. You **must** remit this amount to the New York State Tax Department with Form IT-2664. If there is no payment of estimated tax due, enter **0** on line 3, on line 20, and on Form IT-2664-V. In addition you must complete Part III.

Part III — Nonpayment of estimated tax by a nonresident upon the sale or transfer of a cooperative unit

If you complete *Worksheet for Part II* on Form IT-2664, page 2, and line 17 of the worksheet results in a loss (less than or equal to zero), mark an **X** in box 4A and continue with these instructions.

If you are not required to recognize any gain or loss with respect to the sale or transfer of a cooperative unit, mark an **X** in box 4B, complete the *Brief summary of the transfer* section, and continue with these instructions.

You **must** complete Form IT-2664-V on page 3 of Form IT-2664.

If the transferor/seller is a resident of New York State or if the sale or transfer of a cooperative unit is exempt from the payment of estimated tax under Tax Law section 663 (c) (see *Exempt sales or transfers* on the front page of these instructions), do not use Form IT-2664. You must complete Form TP-584, Schedule D.

Note: Although the payment of estimated tax may not be required upon the sale or transfer of a cooperative unit, the transferor/seller may still be required to file a New York State income tax return to report the sale or transfer.

For more information on filing requirements for nonresidents, see Publication 88, *General Tax Information for New York State Nonresidents and Part-Year Residents*, Form IT-203, *Nonresident and Part-Year Resident Income Tax Return*, and the instructions for Form IT-203.

Part IV — Signature

Form IT-2664 must be signed by the nonresident transferor/seller (an individual, a trustee, an executor, or other fiduciary of the estate or trust). If you are married and filing one Form IT-2664, both spouses must sign in the space provided. In addition, Form IT-2664 may be signed by an authorized agent with a power of attorney (see Form POA-1, *Power of Attorney*).

Instructions for Form IT-2664-V

Do not detach Form IT-2664-V from Form IT-2664.

Note: This voucher must be completed by the transferor/seller even if there is no payment of estimated tax due.

For individuals, enter your social security number, enter the first three letters of your last name, and mark an **X** in the *Personal* box. Enter your full name, your spouse's name if you are married and filing a joint return, and your address.

For estates and trusts, enter the employer identification number, the first three letters of the fiduciary name, and mark an **X** in the *Fiduciary* box. If the fiduciary name begins with numbers, start with the first word and enter the first three letters.

Make sure that your name or the name of the estate or trust is spelled correctly. An individual should enter the first name, middle initial, then last name (for example, John O. Smith). Your name or the name of the estate or trust **must** agree with the name on your New York State income tax return.

Enter the date of conveyance from Form IT-2664, Part I.

Enter the amount of estimated tax due from Form IT-2664, Part II, line 3. If zero, enter **0**.

Payment information

Print your name, social security number or employer identification number, and **2005 IT-2664-V** on your payment. You must remit the full payment of estimated income tax as shown on Form IT-2664, line 3. Make your check or money order payable to **NYS Income Tax**, and attach it where indicated on page 3 of Form IT-2664. Do not detach this voucher from the rest of the form. Do not combine this payment with payment of any other tax or fee; it must be a separate check or money order.

Privacy notification

The Commissioner of Taxation and Finance may collect and maintain personal information pursuant to the New York State Tax Law, including but not limited to, sections 171, 171-a, 287, 308, 429, 475, 505, 697, 1096, 1142, and 1415 of that Law; and may require disclosure of social security numbers pursuant to 42 USC 405(c)(2)(C)(i).

This information will be used to determine and administer tax liabilities and, when authorized by law, for certain tax offset and exchange of tax information programs as well as for any other lawful purpose.

Information concerning quarterly wages paid to employees is provided to certain state agencies for purposes of fraud prevention, support enforcement, evaluation of the effectiveness of certain employment and training programs and other purposes authorized by law.

Failure to provide the required information may subject you to civil or criminal penalties, or both, under the Tax Law.

This information is maintained by the Director of Records Management and Data Entry, NYS Tax Department, W A Harriman Campus, Albany NY 12227; telephone 1 800 225-5829. From areas outside the United States and outside Canada, call (518) 485-6800.

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1 800 748-3676



Telephone assistance is available from 8:00 A.M. to 5:00 P.M. (eastern time), Monday through Friday.

To order forms and publications: 1 800 462-8100

Refund status: 1 800 443-3200

Personal Income Tax Information Center: 1 800 225-5829

From areas outside the U.S. and
outside Canada: (518) 485-6800

Hearing and speech impaired (telecommunications
device for the deaf (TDD) callers only): 1 800 634-2110