WHO MUST FILE

Every corporation subject to the New York City General Corporation Tax or Business Corporation Tax (Title 11, Chapter 6, Subchapter 2 or Subchapter 3-A of the Administrative Code) must file a declaration (NYC-400) if its estimated tax for the current year can reasonably be expected to exceed $1,000. The term “estimated tax” means the amount of tax the taxpayer estimates to be imposed by section 11-603 (GCT) or section 11-653 (Business Corporation Tax) of the Administrative Code less the sum of the credits estimated to be allowable against the tax. For a group filing a combined return, this form should be filed by the group member filing the return and paying the tax. In the case of a combined group subject to the Business Corporation Tax, the reporting corporation is the designated agent of the group, as defined in Administrative Code §11-654.3(7).

NOTE: If the current year’s tax is reasonably estimated to exceed $1,000, an estimated payment is required even if this is the first year of business in New York City for the taxpayer or the taxpayer paid only the minimum tax for the preceding year. Failure to pay or underpayment of estimated tax in these circumstances will result in penalties.

LINE 1 - DECLARATION OF ESTIMATED TAX FOR CURRENT YEAR

Corporations whose tax liability for the preceding year exceeds $1,000 are required to pay, with the tax report for the preceding year or with the application for extension of time for the filing of such report, 25% of the tax liability for the preceding year as a first installment of estimated tax for the current year. After taking credit for that 25% payment and for the amount of any overpayment shown on last year’s return which the taxpayer elected to have applied as a credit against the current year’s tax, taxpayers filing estimated tax are required to pay the balance of estimated tax in fractional installments.

ESTIMATED TAX DUE DATES

If the requirements for filing estimated payments are first met during the taxable year:	File the form on or before the:	The balance of estimated tax is due as follows:
Before the first day of the 6th month	15th day of the 6th month	● 1/3 by the 15th day of the 6th month ● 1/3 by the 15th day of the 9th month ● 1/3 by the 15th day of the 12th month
On or after the first day of the 6th month and before the first day of the 9th month	15th day of the 9th month	● 1/2 by the 15th day of the 9th month ● 1/2 by the 15th day of the 12th month
On or after the first day of the 9th month and before the first day of the 12th month	15th day of the 12th month. In lieu of this form, a completed tax report, with payment of any unpaid balance of tax, may be filed on or before the 15th day of the 2nd month of the following year.	Pay in full

If any of the above dates fall on a Saturday, Sunday or legal holiday, the due date is the next business day.

AMENDMENTS

An amended form should be filed, if necessary, to correct the tax estimate and related payments. Use the NYC-400 for the amendment. If the amendment is made after the 15th day of the 9th month of the taxable year, any increase in tax must be paid with the amendment.

LATE FILING

If the NYC-400 is filed after the time prescribed in the chart above, all installments of estimated tax due on or before such time are payable at once and the remaining installments are due as if the form were timely 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.)*