

2012
FORM CF-1040
INDIVIDUAL COMMON FORMS AND
SPECIFICATIONS PACKET

NOVEMBER 7, 2012

This document contains the forms and specifications authorized by the Michigan cities of Albion, Battle Creek, Big Rapids, Flint, Grand Rapids, Grayling, Hamtramck, Highland Park, Ionia, Jackson, Lansing, Lapeer, Muskegon, Muskegon Heights, Pontiac, Portland, Saginaw, Springfield, and Walker; levying a city income tax and accepting city income tax returns using the common form format, pursuant to the Michigan Uniform City Income Tax Ordinance MCL 141.671(2).

Submission of questions and paper return form approvals relative to the 2012 CF-1040 can be mailed to:

John Schaut, Income Tax Administrator
City of Grand Rapids Income Tax Department
300 Monroe Ave NW Suite 380
Grand Rapids MI 49503

Submission of questions and electronic return form approvals relative to the 2012 CF-1040 can be e-mailed to:

John Schaut, Income Tax Administrator
grswdevelopers@grcity.us

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2012 CF-1040 INDIVIDUAL COMMON CITY INCOME TAX FORM INSTRUCTIONS FOR SOFTWARE COMPANIES

Michigan Cities with an Income Tax

Twenty-two Michigan cities impose a city income tax. All Michigan cities imposing an income tax must adopt the Michigan Uniform City Income Tax Ordinance, MCL 141.601 et seq.

Michigan Cities Accepting the 2012 Common Form

Nineteen Michigan cities are accepting the Common Form for computer software prepared individual income tax returns for the 2012 tax year:

Albion	Grayling	Lansing	Portland
Battle Creek	Hamtramck	Lapeer	Saginaw
Big Rapids	Highland Park	Muskegon	Springfield
Flint	Ionia	Muskegon Heights	Walker
Grand Rapids	Jackson	Pontiac	

Michigan Cities not Accepting the 2012 Common Form

Detroit	Hudson	Port Huron
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Governance

Each city accepting Common Form returns retains governance relative to administration of their city's Income Tax Ordinance including, but not limited to exemptions, renaissance zone designation, acceptance of donations, etc. Please refer to the appendices for additional information pertinent to each city. The appendices have been updated to include data changes and corrections.

Please read the entire section "Problems Noted in Previous Years" and pass along to your users the information contained in this section.

Appendices

Appendix A: Personal Exemptions Allowed for 2012

Appendix B: Cities with Renaissance Zones

Appendix C: Donation of Overpayment

Appendix D: Exemption Amounts and Tax Rates for Tax Year 2012

Appendix E: Required Return Attachments

Appendix F: Mailing Addresses for Mailing Returns

Appendix G: 2D Barcode Specifications for 2012 Common Form

Appendix H: ACH Refund and Payment Guidelines

Appendix I: Cities Allowing Check Box Power of Attorney

Appendix J: Cities Scanning Return Form 2D Barcode

Appendix K: Specifications for Document and City Identification Field for Form CF-4220 and Form CF-1040, Pages 1 and 2 for Cities Accepting Common Form Returns

Appendix L: OCR Scan Line for Individual Income Tax Payment Vouchers

Appendix M: 2D Barcode Specifications for 2012 Common Form Payment Vouchers, and 2013 Estimated Income Tax Payment Vouchers, Forms: CF-4868, CF-4868-EFT, CF-1040PV, CF-1040PV-EFT, CF-1040ES AND CF-1040ES-EFT

Appendix N: Common Form Line Number Cross Reference to Federal Return Forms 1040, 1040A and 1040EZ.

2D Barcode

For 2012, the Tax Form 2D Barcode Data Sheet, Form 4220, is placed in front of Form CF-1040. This form **must be** printed for cities scanning 2D barcode. See Appendix J for cities scanning 2D barcode and Appendix G for return form 2D barcode specifications. There are no additions to the 2D Barcode Specifications.

The 2D barcode for payment vouchers (Appendix M) containing the same data as the scan line **must be** printed on all payment vouchers, Forms: CF-4868, CF-4868-EFT, CF-1040PV, CF-1040PV-EFT, CF-1040ES AND CF-1040ES-EFT.

Approval of Forms

The Common Form as produced by software must be submitted for approval to the Income Tax Administrator of the City of Grand Rapids. The Income Tax Administrator for the City of Walker is the backup person for forms approval. For 2012 submission of completed set sample forms for a scanning test is required. Test data for sample forms will be provided as soon as possible.

Submission of written questions or sample returns can be mailed to:

John Schaut, Income Tax Administrator
City of Grand Rapids Income Tax Department
300 Monroe Ave NW Suite 380
Grand Rapids, MI 49503

Phone: (616) 456-3823
Fax: (616) 456-4540
E-mail: jschaut@grcity.us

Electronic submission of questions or sample returns can be e-mailed to:

John Schaut, Income Tax Administrator
E-mail: grswdevelopers@grcity.us

General Information

These instructions are to be used with the Common Form and other forms contained in this document. Additional information may be provided on the individual schedules and worksheets. Filing instructions for the 2012 Common Form, Form CF-1040, will be posted on the Grand Rapids website when available.

As other cities agree to accept the Common Form and when changes or corrections are made to the Common Form, a notice will be sent through Creative Solutions, the Michigan representative for the National Association of Computerized Tax Processors (NACTP). Creative Solutions will then distribute the information to its members.

Data Flow

The common city income tax form is set up to flow from the federal return of the taxpayer. The starting points are the line items of income (lines 7 through 21 of federal Form 1040 or related lines of Form 1040EZ or Form 1040A) with attached schedules detailing the computation of exclusions or adjustments necessary to properly report the city's taxable income. **Exclusion and adjustment schedules are to be printed only when necessary and attached to the return in the order specified in Appendix E.**

Printing in Margins

The printing of any information including taxpayer, preparer identification, firm identification and/or account information in the left, right, top and bottom margins of any return form, worksheet, schedule or voucher submitted to a city for processing is absolutely prohibited.

PRINTING OF FORMS

The following forms are to be printed as laid out in the forms packet:

CF-4220	Barcode Data Sheet
CF-1040, page 1	Common Form for city income tax
CF-1040, page 2	Common Form for city income tax
Schedule RZ	Renaissance Zone Deduction schedule
Schedule TC	Part-year Resident Tax Calculation

Forms CF-4220 and CF-1040 pages 1 and 2 will be scanned and must be laid out to the grid used in design of the forms. A grid layout of 0.10" by 0.1667" (6 by 10 grid) was used.

Except for the forms listed above, all other schedules (listed below) are intended to be one method or example of supporting exclusions and adjustments, or deductions claimed. Schedules similar to those used in the past to calculate the various line item detail schedules may be used as long as each line item heading is printed at the start of each different line item schedule. Each line item schedule must provide the data, as noted in the line item schedule, necessary to compute and explain the exclusions and adjustments made or deductions claimed.

Printing of Form CF-4220

- For the cities scanning the 2D barcode, the city identifier and page number, "12MI-{CN}0," (MI for Michigan, a dash to separate, 3 character city name abbreviation and the page indicator) is to be printed in the upper right hand corner. (Example: 12MI-GRR0)
- Print the 2D barcode in the area indicated by the shading in the top right of the form. The shading is to be removed.
- In the captioned areas, print the taxpayer's name and address data.
- Do not print Form 4220 for the cities listed in Appendix J that do not scan the 2D barcode.

Printing of Form CF-1040, page 1

- The city's name is to be printed in the area noted as {City Name}.
- The city identifier and page number, "12MI-{CN}1," is to be printed in the upper right hand corner of Form CF-1040, page 1.
- The taxpayer's and spouse's Social Security numbers (SSN) are to be printed in the area noted. On married filing separate return, enter the spouse's SSN.
- The taxpayer's first name, initial, last name and any suffix (i.e., JR, SR, III, etc.) are printed on the next line as captioned.
- If a joint return print the spouse's first name, initial, last name and any suffix (i.e., JR, SR, III, etc.) on the next line as captioned.
- Enter the taxpayer's residence address number, street name and directional. USPS standard abbreviations are allowed.
- Enter the taxpayer's city, two letter abbreviation for the state and the zip code.
- If a foreign address, print the foreign country name, province or county and the foreign postal code as captioned.
- The taxpayer and spouse's name and address data is to be printed in uppercase letters no smaller than 10 point type. (Easily readable for data entry purposes). Use the same size type for all numbers.
- In the Residency Status box, indicate the residency status by marking the proper box. When residency status is part-year resident, enter the residency dates, from and to. The taxpayer's former address is to be entered on the Address Schedule.

- In the Filing Status box indicate the filing status by marking the proper box. If the filing status is married filing separately, enter the spouse's full name on the line provided in the box. The spouse's SSN is to be entered in the Spouse's SSN box.
- On line 28, print the phrase "N/A" in the donations boxes unless the particular city allows for donation of an overpayment. See Appendix C for cities that allow donations. Donation boxes for each city correlate directly with the donations as listed for the city in Appendix C. For example on a Big Rapids return, to donate to (b.) Community Pool, the donation must be entered on Donation box 28b.
- On line 31, for cities not making EFT direct deposit refunds or cities not accepting EFT direct debit payments, gray out the line 31 area of the form.

Printing of Form CF-1040, page 2

- The city identifier and page number, "12MI-{CN}2," is to be printed in the upper right hand corner of Form CF-1040, page 2.
- Form CF-1040, page 2, must be printed and submitted as part of every return.

PART-YEAR RESIDENT TAX CALCULATION, Schedule TC

A part-year resident having income **both** as a resident and as a nonresident uses this schedule to calculate tax due. Section 9 of the Uniform Michigan Income Tax Ordinance requires such an individual to calculate taxable income and tax due separately for each residency status. When using this schedule to calculate taxable income and tax due, Form CF-1040, lines 1 through 22, should be blank, and box 23a is to be marked (to indicate that Schedule TC was used to calculate the tax) and the tax due is entered on line 23b.

EXCLUSIONS AND ADJUSTMENTS SCHEDULES

Exclusions and adjustments schedules are to be printed and attached to return only when an exclusion or adjustment is reported. These may be printed in a running format one behind the other instead of on separate pages.

Wages, Excludible Wages and Tax Withheld

The Wages, Excludible Wages and Tax Withheld schedule must be printed and submitted as part of every return reporting wages. Also, all Forms W-2 must be attached to the return for each of the taxpayer's employers and, if a joint return, the spouse's employers.

The schedules provided are intended to be one method or example of supporting exclusion of wages. Schedules similar to those used in the past are acceptable as long as they provide the data needed. For each employer where the taxpayer or spouse is reporting wages provide the following: the federal identification number; the employer's name; whether the employer is the taxpayer's or spouse's employer; the SSN on Form W-2; the dates of employment during the tax year; the wages, the resident excludible wages; the nonresident excludible wages; the basis or reason the wages are excluded; the tax withheld for the city, the address of the employee's actual work station; and, for a nonresident individual using the wage allocation schedule, provide the address of the work location outside the city or an explanation.

An individual nonresident working both in and outside the city must complete a nonresident wage allocation for each employer providing the following: (1) the actual number of days or hours for which the individual was paid; (2) the vacation, holiday and sick days or hours included in number 1 above for which the individual was paid; (3) the number of days or hours actually worked (1 less 2); (4) the number of days or hours actually worked in the city; (5) the percentage of days or hours worked in the city (4 divided by 3); (6) the total allocable wages from the employer (Form W-2, box 1, unless a part-year resident); (7) the wages earned in the city (6 multiplied by 5); and (8) the excludible wages for the employer (6 less 7).

Use the Wages, Excludible Wages and Tax Withheld schedule to report all income reported on the federal Form 1040, line 7, including wages received as a household employee for which you did not receive a W-2 form; tip income not reported to employer; allocated tips shown on Form W-2, box 8; excess moving expenses shown on Form W-2, box 12, code P; dependent care benefits; employer-provided adoption benefits; scholarship and fellowship grants not reported on Form W-2; excess salary deferrals; disability pensions shown on Form 1099-R if the taxpayer has not reached the minimum retirement age set by the employer; corrective distributions from a retirement plan shown on Form 1099-R from excess salary deferrals and excess contributions (plus earnings); and wages from Form 8919, line 6.

Excludible Interest Income

For use by residents only to report non-taxable interest income included in interest income taxable on the taxpayer's federal return. Not required for a nonresident return as interest income is not taxable to a nonresident.

Excludible Dividend Income

For use by residents only to report non-taxable dividend income included in dividend income taxable on the taxpayer's federal return. Not required for a nonresident return as interest income is not taxable to a nonresident.

Excludible Refunds, Credits or Offsets

Enter amount from federal return as an adjustment on Form CF-1040, page 1, line 4, column B. No exclusions schedule is required as all taxable refunds, credits or offsets on the federal return are not taxable under the city income tax ordinance of any Michigan city.

Excludible Alimony Received (No suggested schedule)

All alimony received by a resident is taxable, and all alimony received by a nonresident is excludible. Part-year residents compute the excludible portion of alimony received while nonresident. Part-year residents enter the excludible portion of the alimony received on Schedule TC, line 5, column B. No supporting schedule is required unless alimony was not received in equal installments throughout the year.

Exclusions and Adjustments to Business Income (and Related Business Allocation Formula)

For use by nonresidents and part-year residents to compute excludible business income based upon the Business Allocation Formula.

Exclusions and Adjustments to Capital Gains or (Losses)

For use by residents, nonresidents and part-year residents to calculate the excludible portion of capital gains reported on their federal return.

Exclusions and Adjustments to Other Gains or (Losses)

For use by residents, nonresidents and part-year residents to calculate the excludible portion of other gains reported on their federal return.

Exclusions and Adjustments to Other Gains or (Losses)

For use by residents, nonresidents and part-year residents to calculate the excludible portion of other gains reported on their federal return.

Exclusions and Adjustments to Individual Retirement Account (IRA) Distributions

For use by residents, nonresidents and part-year residents to calculate the excludible portion of Individual Retirement Account (IRA) distributions reported on their federal return.

Exclusions and Adjustments to Pension Plan Distributions

For use by residents, nonresidents and part-year residents to calculate the excludible portion of pension plan distributions reported on their federal return.

Exclusions and Adjustments to Income from Rental Real Estate, Royalties, Partnerships, S corporations, Trusts, Etc.

For use by residents, nonresidents and part-year residents to calculate the exclusions and adjustments to income from rental real estate, royalties, partnerships, S corporations, trusts, etc. reported on their federal return. See section on reporting of Tax Option Corporation (S Corporation) Income.

Adjustments for Tax Option Corporation (Subchapter S Corporation) Distributions

For use by residents to list all distributions received from tax option corporations (like S corporations) (Schedule K-1, Line 16, code D) treated as dividends on the city return. See section on Reporting of Tax Option Corporation (S Corporation) income.

Exclusions and Adjustments to Farm Income

For use by nonresidents and part-year residents to compute excludible farm income based upon the Farm Allocation Formula.

Excludible Unemployment Compensation

Enter amount from federal return as an adjustment on Form CF-1040, page 1, line 14, column B. No exclusions schedule is required as unemployment compensation taxable on the federal return is not taxable under the city income tax ordinance of any Michigan city.

Excludible Social Security Benefits

Enter amount from federal return as an adjustment on Form CF-1040, page 1, line 15, column B. No exclusions schedule is required as Social Security benefits taxable on the federal return are not taxable under the city income tax ordinance of any Michigan city.

Exclusions and Adjustments to Other Income

For use by residents, nonresidents and part-year residents to calculate the exclusions and adjustments to other income reported on their federal return.

Jury duty pay turned over to the taxpayer's employer is excludible from income.

A federal itemized deduction recovery is excludible from income.

The adjustment to a net operating loss (NOL) is reported on this line. The NOL for city tax purposes is different from the NOL calculated for federal purposes. The city NOL is that portion of the loss (or the negative income) reported on the taxpayer's prior year's city return on line 20, Total income after deductions, that relates to business losses (i.e., Schedule C, rental and partnership losses, etc.).

Under the Uniform City Income Tax Ordinance, a NOL cannot be carried back but may be carried forward to the same extent allowable under the Internal Revenue Code.

DEDUCTIONS WORKSHEETS

Deductions worksheets are to be printed and attached to return only when a deduction is claimed. Exclusion and adjustment schedules are to be printed only when necessary and attached to the return in the order specified in Appendix E.

IRA Deduction Worksheet

For use by nonresidents and part-year residents who made traditional IRA contributions during the tax year. All data on this schedule should be computed based on data from the taxpayer's federal return and city return. To compute the allowable IRA deduction, multiply the IRA contributions by the percentage the city earned income (wages) is to total federal earned income. The rules controlling IRA deductions on this return are the same as under the Internal Revenue Code. **Attach page 1 of federal return and evidence of payment** which includes, but is not limited to, one of the following: receipt for IRA contribution; a copy of federal Form 5498; a copy of a cancelled check that clearly indicates it is for a traditional IRA contribution, etc. Self employed KEOGH, SEP or SIMPLE retirement plan deductions must be entered on another worksheet. ROTH contributions are not deductible.

Self-Employed SEP, SIMPLE and Qualified Retirement Plan Deduction Worksheet

Used by residents, nonresidents and part-year residents to compute the adjustment to the federal amount (Form 1040, line 28). The self-employed retirement plan contributions are deductible to the same extent the related income is taxable to the city.

Employee Business Expense Deduction Worksheet, Form CF-2106

Employee Business Expense Deduction - Employee business expenses are allowed only when incurred in the performance of service for your employer, only to the extent not paid or reimbursed by your employer and only to the extent they apply to income earned in the city. For nonresident taxpayers, designate the employer to which the expenses apply. Meal expenses are not subject to the reductions and limitations of the Internal Revenue Code.

BUSINESS EXPENSES ARE LIMITED TO THE FOLLOWING:

- A. Expenses of transportation (but not transportation to and from work)
- B. Expenses of travel, meals and lodging while away from home
- C. Expenses incurred as an "outside salesperson" who works away from their employer's place of business (does not include driver-salesperson whose primary duty is service and delivery)
- D. Expenses reimbursed under an expense account or other arrangement with your employer, if the reimbursement has been included in reported gross earnings

IMPORTANT: Business expenses claimed on Line 4 of federal Form 2106 are not an allowable deduction on the city return unless the taxpayer qualifies as an outside salesperson.

Attach a copy of federal Form 2106.

The total from line 14 of this schedule is entered on Form CF-1040, page 2, Deductions schedule, line 3.

Moving Expense Deduction Worksheet, Form CF-3903

For use by residents, nonresidents and part-year residents who moved into the area of the city during the tax year. Moving expenses (for moving into the area of the city) that qualify under the Internal Revenue Code as a deduction from federal gross income may be deducted on your city return. However, the city deduction is limited to expenses that are applicable to income taxable under the City Income Tax Ordinance. Moving must be related to starting work in a new location. **Attach a copy of the worksheet, a copy federal Form 3903 or a list of moving expenses including the distance in miles from where you moved.**

Alimony Paid Deduction Worksheet

For use by residents, nonresidents and part-year residents to compute the alimony deduction allowed. Alimony, separate maintenance payments and principal sums payable in installments (to the extent includable in the spouse's or former spouse's adjusted gross income under the Internal Revenue Code) and deducted on the federal return are deductible. Child support is not deductible. These amounts are subject to adjustment before they may be deducted on this return. **Attach a copy of page 1 of your federal return.** The alimony deduction allowed is computed as follows:

City income without the alimony deduction (Form CF-1040, line 21, divided by Federal Adjusted Gross Income without the alimony deduction:

$$\frac{\text{City income (without alimony deduction)}}{\text{Federal Adjusted Gross Income plus Alimony paid per federal return}} \times \text{Alimony paid per federal return}$$

Renaissance Zone Deduction Schedule, Schedule RZ

Use this schedule to calculate the Renaissance Zone deduction for an individual taxpayer who is a resident of a Renaissance Zone or who owns a business, reported on federal Schedule C, an interest in a partnership with business activity in a Renaissance Zone and/or rental property located in a Renaissance Zone. See Appendix B for cities having Renaissance Zones and for information on the reductions to the deduction in the last three years of Renaissance Zone designation. See Appendix B and Schedule RZ.

IMPORTANT: The deductions allowed are limited by the amount claimed on the federal return except for employee business expense meals and the Renaissance Zone Deduction. Deductions are also limited to the extent they relate to income taxable under the Uniform City Income Tax Ordinance.

PAYMENTS AND CREDITS SCHEDULE

Payment and Credits Schedule revised to reflect the separation of tax payments and tax credits on lines 2 and 3 of the schedule.

Tax payments other than Tax Withheld (Estimated Tax, Extension, Paid by a Partnership and Credit Forward)

All tax payments other than tax withheld are reported on this worksheet including tax paid in behalf of the taxpayer by a partnership.

Credit for Tax Paid to another City and Tax Paid by a Tax Option Corporation

Print entire schedule as attached. If a credit is claimed for tax paid to another city, a copy of page one of the other city's return must be attached. If tax option corporation (S corporation) income is included on a City of Flint or Grand Rapids resident return see section on reporting of tax option (S corporation) income for a possible tax credit for tax paid by the tax option corporation (S corporation).

REPORTING OF TAX OPTION CORPORATION (S CORPORATION) INCOME

On nonresident returns for all cities except Flint and Grand Rapids, all tax option (S corporation) income (or loss) included in reported federal income is excludible (not taxable). Therefore, for each return line that includes tax option corporation (S corporation) income (or loss); an exclusion or adjustment must be made removing this tax option corporation (S corporation) income (or loss) from income subject to tax.

On resident returns, all cities except Flint and Grand Rapids follow an interpretation of Section 12 of the Uniform City Income Tax Ordinance (MCL 141.612 Excise tax on incomes; application to resident individuals) that excludes tax option corporation (S corporation) income (or loss) from income subject to tax and includes distributions received from a tax option corporation (S corporation) as income subject to tax. To accomplish this reporting, an adjustment must be made on the Adjustments for Tax Option Corporation (S corporation) schedule. All cities following this interpretation of Section 12 of the Ordinance require a copy of federal Schedule K-1 (Form 1120S) for each tax option corporation (S corporation) included on federal Schedule E, Part II.

The cities of Flint and Grand Rapids follow a different interpretation of Section 12 of the Ordinance. Flint and Grand Rapids follow the federal reporting of tax option corporation (S corporation) income. Therefore, on a resident return, no adjustments from the federal reporting of taxable income (or loss) from a tax option corporation (S corporation) are required. In addition Flint and Grand Rapids allow a credit to be claimed by a resident taxpayer for their proportionate share of city tax paid by the tax option corporation (S corporation). The purpose of the credit is to eliminate double taxation of the corporation income. This credit is limited to the lesser of the proportionate share of the actual city tax paid by the tax option corporation (S corporation) or the proportionate share of the tax option corporation's (S corporation's) tax computed using the Flint or Grand Rapids corporate income tax rate.

PROBLEMS NOTED IN PREVIOUS YEARS

The following problems continue to be found on Common Form returns filed with the cities:

1. Failure to print and attach Form CF-1040, page 2.
2. Failure to attach the exclusion and adjustment schedules supporting exclusions or adjustments to income reported on the federal return.
3. Failure to attach the Wages, Excludible Wages and City Tax Withheld schedule when wages were reported as excludible.
4. Failure to attach taxpayer's W-2 forms supporting wages and city tax withheld.
5. Failure to report wages or excluding a nonresident's wages earned in the city (taxable income) where the W-2 form shows the employer's address outside of the city and requesting a refund of the tax withheld.
6. Failure to include all necessary data on the Wages, Excludible Wages and City Tax Withheld schedule on nonresident and part-year resident returns, ***the address of the actual work location*** of the taxpayer or spouse, and the ***dates of employment*** with the employer and the reason ***why the excluded income is excludible***. (The result of not properly listing the taxpayer's work location is that the wages earned in the city are not allocated to the city and not reported as taxable wages. As a result, the taxpayer reports an overpayment and requests a refund of tax withheld on unreported wages.)
7. Incorrect federal employer identification number entered in Form W-2 data. When entering Form W-2 data, **preparers are required to enter the employer's FEIN as reported on the current year's Form W-2; many employers change FEINs during the year for various reasons.**
8. Incorrect social security number entered in Form W-2 data. **When entering Form W-2 data, preparers are required to enter the SSN as reported on the Form W-2.**
9. The failure, on nonresident returns, to adjust and exclude capital losses on property located outside the city. (CF-1040, line 7, column B, Exclusions and Adjustments to Capital Gains or (Losses) schedule.)

10. Improper calculation of the IRA deduction on nonresident returns for a taxpayer with earned income in and outside the city. (CF-1040, Page 2, Deductions schedule, line 1, and IRA Deduction Worksheet.)
11. On Schedule TC, Part-Year Resident Tax Calculation, an incorrect flow of wages and all other income to the resident and nonresident income columns. Many returns received report 100% of the wages and all other income in the nonresident income column and no wages or other income in the resident income column. Wages and all other income are to be allocated based upon the income earned while a resident, income earned in the city while a nonresident and excluded income earned outside the city while a nonresident.
12. On Schedule TC, Part-Year Resident Tax Calculation, many forms are received calculating the tax in error by use of the nonresident tax rate for calculating tax due for income earned both while a resident and income earned in the city while a nonresident. When using Schedule TC, Form CF-1040, lines 1 through 22 should remain blank and Line 23b, Tax Due, should report the tax due as calculated on Schedule TC and Box 23a should be marked to indicate Schedule TC was used to calculate the tax.
13. On part-year resident tax returns taxpayers who moved out of the city during the tax year file incorrectly as nonresidents. They should be filing as part-year residents and using Schedule TC to allocate their income and calculate their income tax.
14. Improper addressing is a big problem on all returns filed. For additional information about proper addressing, refer to the US Post Office Business Mail 101, Delivery address web page found at:
<http://pe.usps.com/businessmail101/addressing/deliveryAddress.htm> and to the link to USPS Publication 28, Postal Addressing Standards, at the bottom of the above website. To help alleviate this addressing problem, an address2 area was added to Form CF-1040, page 1. Data entry and conversion of a taxpayer's address must meet US Postal Specifications. Standard postal abbreviations may be used. Post Office Box addresses are not allowed unless the post office does not deliver mail to the taxpayer's home (see federal Form 1040 instructions). See the following examples:
- For most addresses the format is as follows:
 Number, street (including directionals before and after), apartment, unit or suite.
 1245 E Any Street NW Apt #2A
 Grand Rapids MI 49503
- For post office box addresses the format is as follows:
 1245 E Any Street NW Apt #2A
 PO Box 1123
 Grand Rapids MI 49501
- When all information cannot fit on the delivery line (line above the city, state and zip code), place secondary information on line immediately above the delivery line.
 Apt # 2A
 1245 E Any Street NW
 Grand Rapids MI 49501
- For in care of (C/O) addresses the format is as follows:
 C/O John Doe
 1245 E Any Street NW Apt #2A
 Grand Rapids MI 49503
- For foreign addresses the format is as follows:
 1245 E Any Street NW Apt #2A
 Sioux Lookout ON P1T 1A1
 Canada

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COMMON CITY INCOME TAX FORM, CF-1040
APPENDIX A

Revised: 08/13/2012

Personal Exemptions Allowed for 2012

City Name	Regular	65 & over	Blind	Deaf	Perm. Disabled
ALBION	X	X			
BATTLE CREEK	X	X	X	X	X
BIG RAPIDS	X				
FLINT	X	X	X	X	X
GRAND RAPIDS	X	X	X		
GRAYLING	X	X	X		X
HAMTRAMCK	X	X	X	X	X
HIGHLAND PARK	X	X	X	X	X
IONIA	X	X	X	X	X
JACKSON	X	X			
LANSING	X	X	X	X	X
LAPEER	X	X	X	X	X
MUSKEGON	X	X	X	X	X
MUSKEGON HEIGHTS	X	X	X	X	X
PONTIAC	X	X	X		
PORTLAND	X	X	X	X	X
SAGINAW	X	X	X		
SPRINGFIELD	X	X	X	X	X
WALKER	X	X	X		

All cities listed above except Albion, Big Rapids, Highland Park and Pontiac allow a taxpayer or spouse to claim a personal exemption even though they may be claimed as a dependent on another person's income tax return.

Albion, Big Rapids, Highland Park and Pontiac do not allow a taxpayer to claim a personal exemption if the taxpayer is claimed as an exemption by another taxpayer on that city's return. No tax is due on an Albion, Big Rapids, Highland Park or Pontiac return for a taxpayer with less than \$600 of income.

COMMON CITY INCOME TAX FORM, CF-1040

Revised: 10/01/2012

APPENDIX B

Cities with Renaissance Zones

City Name	Renaissance Zone(s)	Start Year and Duration of Renaissance Zones
ALBION	No	
BATTLE CREEK	Yes	2001 (duration of 15 years)
BIG RAPIDS	No	
FLINT	Yes	1997 (duration of 15 years) (some designations extended)
GRAND RAPIDS	Yes	1997 (duration of 15 years) 2003 (duration of 15 years) Others with various start dates & durations
GRAYLING	No	
HAMTRAMCK	No	
HIGHLAND PARK	No	
IONIA	No	
JACKSON	Yes	1997 (duration of 15 years)
LANSING	Yes	1997 (duration 12 years) expired 12/31/08 Four other RZ's expiring on 12/31 of 2016, 2023, 2024 and 2026
LAPEER	No	
MUSKEGON	Yes	2002 (duration of 12 years)
MUSKEGON HEIGHTS	Yes	2000 & 2001 (duration of 12 years for both)
PONTIAC	No	
PORTLAND	No	
SAGINAW	Yes	1997 (extended in 2000, 15 year duration) 2000, 2001, 2002, 2003 & 2008 (duration of 15 years for all)
SPRINGFIELD	No	
WALKER	No	

There is no easy way to determine if a taxpayer is a resident or located in a Renaissance Zone. It is also not easy to determine the time frame of the Renaissance Zone designation for a particular piece of real property. Most cities with one or more Renaissance Zones have sent letters to taxpayers and businesses located in the Renaissance Zones. Property owners will have a property tax bill that notes the Renaissance Zone designation for the tax year. A resident renter domiciled in a Renaissance Zone may not have any documentation of the Renaissance Zone designation for their residence (domicile) and their mailing address may not be the same as the property address in the city's Assessor's records.

The Renaissance Zone deduction is phased out over the last three years the property is designated as a Renaissance Zone. The phase out is 25% in the third to last year, 50% in the second to last year and 75% in the last year. No deduction is allowed after the last year of designation as a Renaissance Zone.

Under the Michigan Renaissance Zone Act (MCL 125.1651 et. seq.), qualified local governmental units were able to request the State of Michigan to designate specific geographic areas as Renaissance Zones for a set period of time not to exceed 15 years. The Renaissance Zone act was amended at various times to allow for: Extensions of the duration of the of property in the zone; additions to the existing Renaissance Zones; additional Renaissance Zones; Agricultural Processing Renaissance Zones; Forest Products Processing Renaissance Zones; Renewable Energy Renaissance Zones; and Tool and Die Recovery Zones.

See following page for additional information for specific cities

APPENDIX B (continued)

Cities with Renaissance Zones

Additional information for specific cities

Grand Rapids Renaissance Zones:

In 1996, six geographic areas were designated as Renaissance Zones for a duration of 15 years starting on 1/1/1997 and ending on 12/31/2011.

In 2000, additions were made to the geographic Renaissance Zones with the additions having a duration of duration of 11 years starting on 1/1/2001 and ending on 12/31/2011.

In 2001, additions were made to the geographic Renaissance Zones. These additions have a duration of 10 years starting on 1/1/2002 and ending on 12/31/2011.

In 2002, additions were made to the geographic Renaissance Zones. Some of these additions have a duration of 9 years starting on 1/1/2003 and ending on 12/31/2011 and others have a duration of duration of 15 years starting on 1/1/2003 and ending on 12/31/2017.

In 2002, an Agricultural Producing Renaissance Zone was added with a duration of 15 years starting on 1/1/2003 and ending on 12/31/2017.

In 2007, additions were made to the geographic Renaissance Zones. These additions have a duration of 5 years starting on 1/1/2008 and ending on 12/31/2013.

In 2008, additions were made to the geographic Renaissance Zones. These additions have a duration of 15 years starting on 1/1/2009 and ending on 12/31/2023.

In 2009, additions were made to the geographic Renaissance Zones. These additions have a duration of 15 years starting on 1/1/2010 and ending on 12/31/2024.

All additions made to Grand Rapids Renaissance Zones after the initial designations in 1996 were related to nonresidential property.

Lansing Renaissance Zones:

In 1996, geographic areas were designated as Renaissance Zones. These zones have a duration of 12 years starting on 1/1/1997 and ending on 12/31/2008. Four additional Renaissance Zones were designated with the designations ending on 12/31/2016, 12/31/2023, 12/31/2024 and 12/31/2026.

Muskegon Renaissance Zones:

In 2001, geographic areas were designated as Renaissance Zones. These additions have a duration of 12 years starting on 1/1/2002 and ending on 12/31/2013.

COMMON CITY INCOME TAX FORM, CF-1040

Revised 10/01/2012

APPENDIX C

Donation of Overpayment

City Name	Donations Allowed
ALBION	a. City of Albion
BATTLE CREEK	None
BIG RAPIDS (1)	a. Community Library b. Community Pool
FLINT	None
GRAND RAPIDS (2)	a. American Flags for Veterans Graves in Grand Rapids b. Grand Rapids Children's Fund c. Parks Fund
GRAYLING	None
HAMTRAMCK	a. City of Hamtramck
HIGHLAND PARK	None
IONIA (1)	a. Ionia Community Library b. Ionia Theater c. Youth Recreation
JACKSON	a. Parks and Recreation Fund
LANSING (5)	a. Police Problem Solving b. Hope Scholarship c. Homeless Assistance
LAPEER	None
MUSKEGON (4)	a. Muskegon Summer Celebration Fireworks b. Veterans Memorial Park c. Lakeshore Trail Improvements
MUSKEGON HEIGHTS	a. Street Improvements
PONTIAC	a. City of Pontiac
PORTLAND	None
SAGINAW	a. Fireworks
SPRINGFIELD	None
WALKER (3)	a. Comstock Park Education Foundation b. Grandville Education Foundation c. Kenowa Hills Education Foundation

- (1) Big Rapids & Ionia: A taxpayer may elect to donate all or part of their overpayment to any of the listed recipients.
- (2) Grand Rapids: A taxpayer may elect to donate all or part of their overpayment to any of the listed city funds.
- (3) Walker: A taxpayer may elect to donate their entire overpayment to one of the education foundations listed.
- (4) Muskegon: A taxpayer may elect to donate any portion or all of their overpayment to any one of the listed recipients.
- (5) Lansing: A taxpayer may elect to donate any portion or all of their overpayment to any one of the listed recipients.

COMMON CITY INCOME TAX FORM, CF-1040
APPENDIX D

Revised: 10/25/2012

Exemption Amounts and Tax Rates for Tax Year 2012

City Name	Effective Date	Exemption Amount	Exemption Prorated for part-year residency	Tax Rates	
				Resident	Non-Resident
ALBION	1/1/1972	\$600	No	1.00%	0.50%
BATTLE CREEK	7/1/1967	\$750	No	1.00%	0.50%
BIG RAPIDS	1/1/1970	\$600	No	1.00%	0.50%
FLINT	1/1/1965	\$600	No	1.00%	0.50%
GRAND RAPIDS	7/1/1967	\$600	No	1.50%	0.75%
GRAYLING	1/1/1972	\$3,000	No	1.00%	0.50%
HAMTRAMCK	7/1/1962	\$600	No	1.00%	0.50%
HIGHLAND PARK	1/1/1967	\$600	No	2.00%	1.00%
IONIA	1/1/1994	\$700	No	1.00%	0.50%
JACKSON	1/1/1970	\$600	No	1.00%	0.50%
LANSING	1/1/1968	\$600	No	1.00%	0.50%
LAPEER	1/1/1967	\$600	No	1.00%	0.50%
MUSKEGON	7/1/1993	\$600	Yes	1.00%	0.50%
MUSKEGON HEIGHTS	1/1/1989	\$600	No	1.00%	0.50%
PONTIAC	1/1/1968	\$600	No	1.00%	0.50%
PORTLAND	1/1/1984	\$1,000	No	1.00%	0.50%
SAGINAW	7/1/1965	\$750	Yes	1.50%	0.75%
SPRINGFIELD	1/1/1989	\$750	No	1.00%	0.50%
WALKER	1/1/1988	\$600	No	1.00%	0.50%

Regardless of residency, the determination of what is taxable under the Michigan Uniform City Income Tax Ordinance, starts with what is reported on your federal return and income items are added or excluded as appropriate. Taxpayers are required to attach a copy of page 1 and other schedules from their federal return to the city return to ensure proper reporting of income and to expedite processing of the return.

Filing requirements, as excerpted from MCL 141.641, Returns; annual and joint filing.

(1) Every corporation doing business in the city and every other person having income taxable under this ordinance in any year ... shall make and file with the city an annual return for that year, on a form furnished or approved by the city, on or before the last day of the fourth month for the same calendar year, fiscal year, or other accounting period, that has been accepted by the internal revenue service for federal income tax purposes for the taxpayer.

(2) A husband and wife may file a joint return and, in such case, the tax liability is joint and several.

Using federal income tax return income, income eliminations and deductions, as excerpted from MCL 141.644.

Where total income, total deductions, net profits, or other figures are derived from the taxpayer's federal income tax return, any item of income not subject to the city income tax and unallowable deductions shall be eliminated in determining net income subject to the city tax. The fact that a taxpayer is not required to file a federal income tax return does not relieve him from filing a city tax return.

2012 CF-1040 INDIVIDUAL COMMON FORM

COMMON CITY INCOME TAX FORM, CF-1040
APPENDIX E

Revised 10/25/2012

Required Return Attachments and Attachment Order

Returns should be filed with tax forms, schedules and attachments in the order noted below. If a form, schedule or worksheet is not used do not attach it; skip the number and keep the remaining pages in attachment order

Required Forms and Attachments	Attachment Order	Resident and Part-Year Resident Returns	Nonresident Returns
Form CF-4220	12MI-{CN}0	For cities scanning 2D barcode	For cities scanning 2D barcode
Form CF-1040, page 1	12MI-{CN}1	All returns	All returns
Form W-2 from employer	Attach to page 1	All employers	All employers
Form CF-1040, page 2	12MI-{CN}2	All returns	All returns
Schedule TC	Attachment 1	All part-year resident returns	Not required
Wages, Excludible Wages and City Tax Withheld	Attachment 2	All returns reporting wages	All returns reporting wages
Excludible Interest Income	Attachment 3	If interest income excluded	Not required
Excludible Dividend Income	Attachment 4	If dividend income excluded	Not required
Exclusions & Adjustments to Business Income	Attachment 5	If business income excluded	If business income excluded
Exclusions & Adjustments to Capital Gain or (Loss)	Attachment 6	If capital gain or loss excluded	If capital gain or loss excluded
Exclusions & Adjustments to Other Gains or (Losses)	Attachment 7	If other gain or loss excluded	If other gain or loss excluded
Exclusions & Adjustments to IRA Distributions	Attachment 8	If IRA distribution excluded	Not required
Exclusions & Adjustments to Pension and Annuities	Attachment 9	If pension or annuity distribution excluded	Not required
Exclusions & Adjustments to Schedule E Income	Attachment 10	If Schedule E income excluded	If Schedule E income excluded
Adjustments for Tax Option Corporation	Attachment 11	If distribution from tax option corp. received	Not required
Exclusions & Adjustments to Farm Income	Attachment 12	If farm income or loss is excluded	If farm income or loss is excluded
Exclusions & Adjustments to Other Income	Attachment 13	If other income or loss is reported	If other income or loss is reported
IRA Deduction Worksheet	Attachment 14	If IRA deduction claimed	If IRA deduction claimed
SEP, SIMPLE & Qualified Plans Deduction Worksheet	Attachment 15	If SEP, SIMPLE, qualified plans deduction claimed	If SEP, SIMPLE, qualified plans deduction claimed
Employee Business Expense Deduction Worksheet	Attachment 16	If employee business expense deduction claimed	If employee business expense deduction claimed
Moving Expense Deduction Worksheet	Attachment 17	If moving expense deduction claimed	If moving expense deduction claimed
Alimony Paid Deduction Worksheet	Attachment 18	P-Y resident if alimony paid deduction claimed	If alimony paid deduction claimed
Renaissance Zone Deduction Schedule, RZ	Schedule Attachment 19	If Renaissance Zone deduction claimed	If Renaissance Zone deduction claimed
Tax Payments Other than Tax Withheld	Attachment 20	If payment other than withholding claimed	If payment other than withholding claimed
Credit for tax paid to Another City or by Tax Option	Attachment 21	If a tax credit is claimed	Not required
Page 1 of federal 1040	Attachment 22	All returns	If alimony and/or IRA deduction claimed on return
Federal Schedule C	Attachment 23	If business income or loss reported	If business income or loss reported
Federal Schedule D	Attachment 24	If capital gain or loss reported	If capital gain or loss reported
Federal Schedule E, pages 1 and 2	Attachment 25	If Schedule E income reported	If Schedule E income reported
Schedule K-1 (Form 1120-S) for any S corporation shown on Schedule E	Attachment 26	If Schedule E income or loss from an S corporation reported	Not required
Federal Form 1310, Statement of Person Claiming Refund Due a Deceased Taxpayer	Attachment 27	If applicable to city refund	If applicable to city refund
Federal Form 2106, Employee Business Expenses	Attachment 28	If employee business expense deduction claimed	If employee business expense deduction claimed
Federal Form 3903, Moving Expenses	Attachment 29	If moving exp deduction claimed	If moving expense deduction claimed
Federal Form 4797, Sales of Business Property	Attachment 30	If included in federal return	If property located in city
Federal Form 6252, Installment Sale Income	Attachment 31	If included in federal return	If property located in city
Federal Form 8332, Release/Revocation of Release of Claim to Exemption for Child by Custodial Parent	Attachment 32	If included in federal return	If included in federal return
Federal Form 8582, Passive Activity Loss Limitations	Attachment 33	If included in federal return	If included in federal return
Federal Form 8824, Like-Kind Exchanges	Attachment 34	If included in federal return	If included in federal return
Federal Form 8829, Expenses for Business Use of Your Home	Attachment 35	If business use of home expense claimed on federal Schedule C	If applicable to city income
IRA contribution receipt	Attachment 36	If IRA deduction claimed	If IRA deduction claimed
Page 1 of other city's return(s)	Attachment 37	If credit claimed	Not required
Federal Form 1099-R, Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.	Attachment 38	If Form 1099-R income excluded	If Form 1099-R income excluded
If claiming additional exemption for any disability, a doctor's statement must be attached	Attachment 39	If disability exemption is claimed on city return	If disability exemption is claimed on city return
If allocating wages from any employer, a statement from the employer supporting the allocation must be attached.	Attachment 40	Not required	If applicable to wages for the following cities: Albion, Battle Creek, Big Rapids, Grayling, Hamtramck, Ionia, Lansing, Lapeer, Muskegon, Pontiac, Portland and Springfield

All supplementary schedules to federal forms and schedules must be attached.

Failure to attach forms, schedules or worksheets noted above to a return may delay the processing of the return.

Mailing Addresses for Mailing Returns to Cities Accepting the Common Form

CITY

RETURN TYPE

RETURN MAILING ADDRESS

Albion

All individual income tax returns, estimated tax payments and extensions

City of Albion Income Tax Division
112 W Cass St
Albion MI 49224-0900

Battle Creek

Current year tax due returns

Battle Creek City Income Tax
PO Box 40761
Lansing MI 48901-0761

Refund, Credit Forward and no tax due returns

Battle Creek City Income Tax
PO Box 40713
Lansing MI 48901-0713

Prior year returns, amended returns, estimated payments,
extension payments and separate payment voucher payments

Battle Creek City Income Tax
PO Box 1657
Battle Creek MI 49016-1657

Big Rapids

Tax due returns and estimated income tax payments

City of Big Rapids Treasurer's Office
226 North Michigan Ave
Big Rapids MI 49307

Refund, no tax due returns and extensions

City of Big Rapids Income Tax Office
226 North Michigan Avenue
Big Rapids MI 49307

Flint

Tax due returns

Treasurer, City of Flint
PO Box 2055
Flint MI 48501-2055

CITY

RETURN TYPE

RETURN MAILING ADDRESS

Flint

Estimated tax payments and extensions with payment

Treasurer, City of Flint
PO Box 99
Flint MI 48501-0099

Refunds, credits, zero balance returns

City of Flint Income Tax Office
PO Box 1800
Flint MI 48501-1800

Grand Rapids

All current year refund and credit forward individual income tax returns

Grand Rapids Income Tax Dept
PO Box 106
Grand Rapids MI 49501-0106

All current year individual income tax balance due and no tax due/no refund returns

Grand Rapids Income Tax Dept
PO Box 107
Grand Rapids MI 49501-0107

Estimated income tax payments, extension payments and return voucher payments submitted separate from the return

Grand Rapids Income Tax Dept
PO Box 108
Grand Rapids MI 49501-0108

Individual amended returns, prior-year returns and correspondence

Grand Rapids Income Tax Dept
PO Box 347
Grand Rapids MI 49501-0347

Grayling

All individual income tax returns, estimated tax payments and extensions

City of Grayling Income Tax Division
PO Box 549
Grayling MI 49738

Hamtramck

All individual income tax returns, estimated tax payments and extensions

City of Hamtramck Income Tax Dept
3401 Evaline St
Hamtramck MI 48212

CITY

RETURN TYPE

RETURN MAILING ADDRESS

Highland Park

All individual income tax returns, estimated tax payments and extensions

City of Highland Park Income Tax Dept
3401 Evaline St
Hamtramck MI 48212

Ionia

All individual income tax returns, estimated tax payments and extensions

City of Ionia Income Tax Division
PO Box 512
Ionia MI 48846

Jackson

All individual income tax returns, estimated tax payments and extensions

City of Jackson Income Tax Division
161 W Michigan Ave
Jackson MI 49201

Lansing

All current year individual income tax balance due and no tax due/no refund returns

City of Lansing Income Tax Dept
PO Box 40752
Lansing MI 48901

All current year refund and credit forward individual income tax returns

City of Lansing Income Tax Dept
PO Box 40750
Lansing MI 48901

Estimated income tax payments, extension payments and
return voucher payments submitted separate from the return

City of Lansing Income Tax Dept
PO Box 40756
Lansing MI 48901

Individual amended and prior year returns

City of Lansing Income Tax Dept
124 W Michigan Ave Rm G29
Lansing MI 48933

CITY

RETURN TYPE

RETURN MAILING ADDRESS

Lapeer

All individual income tax returns, estimated tax payments and extensions

City of Lapeer Income Tax Division

576 Liberty Park

Lapeer MI 48446-2189

Muskegon

All individual income tax returns, estimated tax payments and extensions

City of Muskegon Income Tax Dept

PO Box 29

Muskegon MI 49443-0029

Muskegon Heights

All individual income tax returns, estimated tax payments and extensions

Muskegon Heights Income Tax Dept

2724 Peck St

Muskegon Heights MI 49444

Pontiac

Tax due returns

City of Pontiac 1040 Payments

PO Box 530

Eaton Rapids MI 48827-0530

Refund, no tax due returns and extensions

City of Pontiac Income Tax Division

PO Box 530

Eaton Rapids MI 48827-0530

Estimated income tax payments

City of Pontiac Estimated Payments

PO Box 530

Eaton Rapids MI 48827-0530

Portland

All individual income tax returns, estimated tax payments and extensions

City of Portland Income Tax Dept

259 Kent St

Portland MI 48875

CITY

RETURN TYPE

RETURN MAILING ADDRESS

Saginaw

Refund returns, no tax due returns and extensions

City of Saginaw Income Tax Office

1315 S Washington Ave

Saginaw MI 48601

Tax due returns and estimated income tax payments

City of Saginaw Income Tax Office

PO Box 5081

Saginaw MI 48605-5081

Springfield

All individual income tax returns, estimated tax payments and extensions

City of Springfield Income Tax Dept

601 Avenue A

Springfield MI 49037-7774

Walker

All individual income tax returns, estimated tax payments and extensions

Walker City Income Tax Dept

PO Box 153

Grand Rapids MI 49501-0153

2012 CF-1040 INDIVIDUAL COMMON FORM

APPENDIX G	2D BARCODE SPECIFICATIONS FOR 2012 COMMON FORM (MICHIGAN CITIES)	Changed from previous year's specifications or prior draft.
	DATA REQUIRED IN THE 2D BARCODE FOR COMMON FORM INCOME TAX RETURNS	Fields added to 2D Barcode specifications for 2012 returns.
	FORM CF-4220	Fields removed from 2D Barcode specifications for 2012 and not used.

REVISED: 10/23/2012

2D FIELD #	CITY/TAX TABLE	FORM LINE (L) #	FIELD NAME	DATA TYPE	MAXIMUM FIELD SIZE	ACCEPTABLE VALUES	EXPLANATION
1	NONE	NO RETURN FORM LINE	MAGIC CODE & HEADER VERSION	A	2	T1	2D BARCODE HEADER VERSION NUMBER
2	NONE	CF1040, P 2, BOTTOM RIGHT HAND CORNER	SOFTWARE DEVELOPER CODE	N	4	NATCP ASSIGNED CODE	FOUR-DIGIT SOFTWARE DEVELOPER CODE
3	NONE	NO RETURN FORM LINE	JURISDICTION (STATE CITY)	A	4	MIWA	TAX JURISDICTION (STATE CITY 2 CHARACTERS EACH) State = MI; AL = Albion; BC = Battle Creek; BR = Big Rapids; FL = Flint; GR = Grand Rapids; GL = Grayling; HA = Hamtramck; HP = Highland Park; IO = Ionia; JA = Jackson; LA = Lapeer; LS = Lansing; MU = Muskegon; MH = Muskegon Heights; PO = Pontiac; PL= Portland; SA = Saginaw; SP = Springfield; WA = Walker
4	NONE	NO RETURN FORM LINE	BAR CODE SPECIFICATION VERSION	A	10		
5	NONE	NO RETURN FORM LINE	SOFTWARE/FORM VERSION	A	15		
6	NONE	NO RETURN FORM LINE	TAX FORM	A	7	CF1040	
7	CITMSTR	CF1040, P 1, ID AREA	RETURN YEAR	N	4	YYYY	FOUR-DIGIT YEAR
8	TAXPAYER	CF1040, P 1, ID AREA	PSSN (PRIMARY SSN)	N	9	REQUIRED	PRIMARY SOCIAL SECURITY NUMBER
9	TAXPAYER	CF1040, P 1, ID AREA	TAXPAYER'S LAST NAME	A	20	REQUIRED	TAXPAYER'S LAST NAME
10	TAXPAYER	CF1040, P 1, ID AREA	TAXPAYER'S FIRST NAME	A	14	REQUIRED	TAXPAYER'S FIRST NAME
11	TAXPAYER	CF1040, P 1, ID AREA	TAXPAYER'S MIDDLE INITIAL	A	1		TAXPAYER'S MIDDLE INITIAL
12	TAXPAYER	CF1040, P 1, ID AREA	TAXPAYER'S SUFX	A	5	NULL, JR, SR, III, EST	EST DENOTES ESTATE OF DECEASED INDIVIDUAL
13	TAXPAYER	CF1040, P 1, ID AREA	SSSN (SPOUSE'S SSN)	N	9	SSN OR NULL	SPOUSE'S SSN (IF FILING STATUS FIELD 152 = J OR S ENTER SPOUSES SSN ELSE NULL
14	TAXPAYER	CF1040, P 1, ID AREA	SPOUSE'S LAST NAME	A	20		SPOUSE'S LAST NAME (NULL IF MARRIED FILING SEPARATELY)
15	TAXPAYER	CF1040, P 1, ID AREA	SPOUSE'S FIRST NAME	A	14		SPOUSE'S FIRST NAME (NULL IF MARRIED FILING SEPARATELY)
16	TAXPAYER	CF1040, P 1, ID AREA	SPOUSE'S MI	A	1		SPOUSE'S MIDDLE INITIAL (NULL IF MARRIED FILING SEPARATELY)
17	TAXPAYER	CF1040, P 1, ID AREA	SPOUSE'S SUFX	A	5	NULL, JR, SR, III, EST	EST DENOTES ESTATE OF DECEASED INDIVIDUAL
18	TAXPAYER	CF1040, P 1, ID AREA	STNO	A	8		1111
19	TAXPAYER	CF1040, P 1, ID AREA	ADDR1	A	40		FIRST ST NW #111
20	TAXPAYER	CF1040, P 1, ID AREA	ADDR2	A	25		PO BOX 1111
21	POSTALCD	CF1040, P 1, ID AREA	CITY	A	21		
22	POSTALCD	CF1040, P 1, ID AREA	STATE	A	2		
23	POSTALCD	CF1040, P 1, ID AREA	ZIPCODE	A	6		12345
24	TAXPAYER	CF1040, P 1, ID AREA	PLUS4	N	4		1234
25	TAXPAYER	CF1040, P 1	MAIL BOOKLET	A	1	X OR NULL	X DENOTES NEED FOR MAILING NEXT YEAR'S RETURN FORM
26	CITMSTR	CF1040, P 1, RESIDENCY AREA	RESIDENCY STATUS	A	1	R, N OR P	R, N OR P
27	CITMSTR	CF1040, P 2, EXEMPTIONS SCH, L 1h	NUMBER OF EXEMPTIONS	N	2		TOTAL NUMBER OF EXEMPTIONS CLAIMED
28	NONE	CF1040, P 2, EXEMPTION SCH, L 1c	CAN YOU (TAXPAYER) BE CLAIMED AS EXEMPTION ON ANOTHER PERSON'S RETURN	A	1	X OR NULL	X DENOTES THAT TAXPAYER CAN BE CLAIMED AS A DEPENDENT ON ANOTHER PERSON'S CITY TAX RETURN
29	NONE	CF1040, P 2, EXEMPTION SCH	OTHER CLAIM SPOUSE	A	1	NULL	NOT USED IN 2012 2D BARCODE SPECIFICATIONS; LEAVE NULL
30	CITMSTR	CF1040, P 1, L 1, COL C	TOTAL WAGES	N	9		TOTAL TAXABLE WAGES FOR CITY
31	TR LINE DETAIL	CF1040, P 1, L 2, COL C	INTEREST INCOME	N	9		TAXABLE INTEREST INCOME (RESIDENT ONLY)
32	TR LINE DETAIL	CF1040, P 1, L 3, COL C	DIVIDEND INCOME	N	9		TAXABLE DIVIDEND INCOME (RESIDENT ONLY)
33	TR LINE DETAIL	CF1040, P 1, L 5, COL C	ALIMONY	N	9		TAXABLE ALIMONY INCOME (RESIDENT ONLY)
34	TR LINE DETAIL	CF1040, P 1, L 6, COL C	BUSINESS INCOME	N	9		
35	TR LINE DETAIL	CF1040, P 1, L 7, COL C	CAPITAL GAINS OR LOSSES	N	9		
36	TR LINE DETAIL	CF1040, P 1, L 8, COL C	OTHER GAINS OR LOSSES	N	9		
37	TR LINE DETAIL	CF1040, P 1, L 9, COL C	IRA DISTRIBUTIONS	N	9		TAXABLE PREMATURE IRA DISTRIBUTIONS
38	TR LINE DETAIL	CF1040, P 1, L 10, COL C	PENSION DISTRIBUTIONS	N	9		TAXABLE PREMATURE PENSION DISTRIBUTIONS
39	TR LINE DETAIL	CF1040, P 1, L 11, COL C	RENTAL RE, PTNRS, ETC.	N	9		

2012 CF-1040 INDIVIDUAL COMMON FORM

APPENDIX G	2D BARCODE SPECIFICATIONS FOR 2012 COMMON FORM (MICHIGAN CITIES)	Changed from previous year's specifications or prior draft.
	DATA REQUIRED IN THE 2D BARCODE FOR COMMON FORM INCOME TAX RETURNS	Fields added to 2D Barcode specifications for 2012 returns.
	FORM CF-4220	Fields removed from 2D Barcode specifications for 2012 and not used.

REVISED: 10/23/2012

2D FIELD #	CITY/TAX TABLE	FORM LINE (L) #	FIELD NAME	DATA TYPE	MAXIMUM FIELD SIZE	ACCEPTABLE VALUES	EXPLANATION
40	TR LINE DETAIL	CF1040, P 1, L 12, COL C	SUB S DISTRIBUTIONS	N	9		TAXABLE SUB S DISTRIBUTIONS (RESIDENT ONLY)
41	TR LINE DETAIL	CF1040, P 1, L 13, COL C	FARM INCOME	N	9		
42	TR LINE DETAIL	CF1040, P 1, L 16, COL C	OTHER INCOME	N	9		
43	TR TOTAL LINE	CF1040, P 1, L 18, COL C	TOTAL INCOME	N	9		
44	TR LINE DETAIL	CF1040, P 2, DEDUCTIONS SCH, L 1	IRA DEDUCTION	N	9		
45	TR LINE DETAIL	CF1040, P 2, DEDUCTIONS SCH, L 2	SELF EMPLOYED SEP, SIMPLE AND QUALIFIED PLAN DEDUCTION	N	9		SELF EMPLOYED SEP, SIMPLE AND QUALIFIED PLANS
46	TR LINE DETAIL	CF1040, P 2, DEDUCTIONS SCH, L 3	EMPLOYEE BUSINESS EXP DED	N	9		
47	TR LINE DETAIL	CF1040, P 2, DEDUCTIONS SCH, L 4	MOVING EXPENSES DEDUCTION	N	9		
48	TR LINE DETAIL	CF1040, P 2, DEDUCTIONS SCH, L 5	ALIMONY PAID DEDUCTION	N	9		
49	TR LINE DETAIL	CF1040, P 2, DEDUCTIONS SCH, L 6	RENAISSANCE ZONE DEDUCTION	N	9		
50	TR TOTAL LINE	CF1040 P 1, L 19, AND CF1040, P 2, DEDUCTIONS SCH, L 7	TOTAL DEDUCTIONS	N	9		
51	TR TOTAL LINE	CF1040, P 1, L 20	TOTAL INCOME AFTER DEDUCTIONS	N	9		
52	TR EX AMT	CF1040, P 1, L 21b	EXEMPTIONS AMOUNT	N	9		FIELD 27 (# OF EXEMPTIONS) TIMES THE VALUE OF AN EXEMPTION
53	TR INC TO TAX	CF1040, P 1, L 22	TOTAL INCOME SUBJECT TO TAX	N	9		
54	TR TAX	CF1040, P 1, L 23b	TAX	N	9		
55	CITMSTR	CF1040, P 2, PAYMENTS AND CREDITS, L 1	CITY INCOME TAX WITHHELD	N	9		TOTAL TAX WITHHELD ON W-2 FORMS (BOX 19) FOR CITY IDENTIFIED ON W-2 FORMS, BOX 20, AS CITY LISTED IN FIELD 3
56	TR LINE DETAIL	CF1040, P 2, PAYMENTS AND CREDITS, L 2	ESTIMATED TAX PAYMENTS	N	9		TOTAL OF EST TAX PMTS, EXTENSION PMT AND CREDIT FORWARD
57	TR LINE DETAIL	CF1040, P 2, PAYMENTS AND CREDITS, L 3	CREDIT FOR TAX PAID	N	9		CREDIT FOR TAX PAID TO ANOTHER CITY OR BY A PARTNERSHIP
58	TR TOT PMTS	CF1040, P 1, L 24, AND CF1040, P 2, PAYMENTS AND CREDITS, L 4	TOTAL PAYMENTS AND CREDITS	N	9		
59	TR TAX DUE	NO LINE ON RETURN FORM	TAX DUE	N	9	AMOUNT OF TAX DUE, OR NULL	TAX (LINE 23b) LESS TOTAL PAYMENTS AND CREDITS (LINE 24); (SEE FIELD 148 FOR TOTAL TAX, INTEREST AND PENALTY DUE)
60	TR OVERPMT	CF1040, P 1, L 27	OVERPAYMENT	N	9	AMOUNT OF OVERPAYMENT, 0 (ZERO) OR NULL	IF LINE 23b (TAX) LESS LINE 24 (TOTAL PAYMENTS & CREDITS) PLUS LINE 25C (INTEREST AND PENALTY) IS LESS THAN 1 ENTER AMOUNT AS POSITIVE NUMBER OR 0 (ZERO); NULL IF TAX DUE ON LINE 26
61	NONE	CF1040, P 1, L 28a, DONATION 1	OVERPAYMENT DONATION 1, AMT	N	9		AMOUNT OF OVERPAYMENT DONATED TO 1ST DONEE LISTED FOR CITY IN APPENDIX C
62	NONE	CF1040, P 1, L 28b, DONATION 2	OVERPAYMENT DONATION 2, AMT	N	9		AMOUNT OF OVERPAYMENT DONATED TO 2ND DONEE LISTED FOR CITY IN APPENDIX C
63	NONE	CF1040, P 2, DONATION DATA SCH WAS ELIMINATED	OVERPAYMENT DONATION 1, DONEE	A	35	NULL	NOT USED IN 2012, 2D BARCODE SPECIFICATIONS; LEAVE NULL
64	NONE	CF1040, P 2, DONATION DATA SCH WAS ELIMINATED	OVERPAYMENT DONATION 2, DONEE	A	35	NULL	NOT USED IN 2012, 2D BARCODE SPECIFICATIONS; LEAVE NULL
65	TR LINE DETAIL	CF1040, P 1, L 29	OVERPAYMENT CR FWD	N	9		AMOUNT OF OVERPAYMENT CREDIT FORWARD TO NEXT YEAR
66	TR LINE DETAIL	CF1040, P 1, L 30	OVERPAYMENT REFUND	N	9		AMOUNT OF OVERPAYMENT TO BE REFUNDED
67	NONE	CF1040, P2, SIGNATURE AREA	PREPARER NAME	A	40		
68	NONE	CF1040, P2, SIGNATURE AREA	DATE PREPARED	N	8	MMDDYYYY	
69	NONE	CF1040, P2, SIGNATURE AREA	PREPARER ADDRESS	A	25		
70	NONE	CF1040, P2, SIGNATURE AREA	PREPARER CITY	A	25		
71	NONE	CF1040, P2, SIGNATURE AREA	PREPARER STATE	A	2		

2012 CF-1040 INDIVIDUAL COMMON FORM

APPENDIX G

2D BARCODE SPECIFICATIONS FOR 2012 COMMON FORM (MICHIGAN CITIES)
 DATA REQUIRED IN THE 2D BARCODE FOR COMMON FORM INCOME TAX RETURNS
 FORM CF-4220

Changed from previous year's specifications or prior draft.

Fields added to 2D Barcode specifications for 2012 returns.

Fields removed from 2D Barcode specifications for 2012 and not used.

REVISED: 10/23/2012

2D FIELD #	CITY/TAX TABLE	FORM LINE (L) #	FIELD NAME	DATA TYPE	MAXIMUM FIELD SIZE	ACCEPTABLE VALUES	EXPLANATION
72	NONE	CF1040, P2, SIGNATURE AREA	PREPARER ZIP CODE	N	9		
73	NONE	CF1040, P2, SIGNATURE AREA	PREPARER TELEPHONE NUMBER	N	10		
74	NONE	CF1040, P2, SIGNATURE AREA	PREPARER ID NUMBER	N	9		
75	EMPLOYER	W-2, BOX b	EMPLOYER ID NUMBER 1	N	9		EMPLOYER ID NUMBER
76	EMPLOYER	W-2, BOX a	EMPLOYEE'S SSN 1	N	9		EMPLOYEE'S SSN
77	EMPLOYER	W-2, BOX 1	TOTAL WAGES 1	N	9		W-2 FORM, BOX 1
78	EMPLOYER	CF-1040, WAGE ALLOCATION	CITY'S NONRESIDENT TAXABLE WAGES 1	N	9		FROM NONRESIDENT WAGE ALLOCATION CALCULATION FOR EMPLOYER 1
79	EMPLOYER	W-2, BOX 19	LOCAL INCOME TAX 1-1	N	9		W-2 FORM 1, BOX 19 FIRST LOCALITY DATA
80	EMPLOYER	W-2, BOX 20	LOCALITY NAME 1-1	A	10		W-2 FORM 1, BOX 20 FIRST LOCALITY DATA
81	EMPLOYER	W-2, BOX b	EMPLOYER ID NUMBER 2	N	9		EMPLOYER ID NUMBER
82	EMPLOYER	W-2, BOX a	EMPLOYEE'S SSN 2	N	9		EMPLOYEE'S SSN
83	EMPLOYER	W-2, BOX 1	TOTAL WAGES 2	N	9		W-2 FORM, BOX 1
84	EMPLOYER	CF-1040, WAGE ALLOCATION	CITY'S NONRESIDENT TAXABLE WAGES 2	N	9		FROM NONRESIDENT WAGE ALLOCATION CALCULATION FOR EMPLOYER 2
85	EMPLOYER	W-2, BOX 19	LOCAL INCOME TAX 2-1	N	9		W-2 FORM 2, BOX 19 - FIRST LOCALITY DATA
86	EMPLOYER	W-2, BOX 20	LOCALITY NAME 2-1	A	10		W-2 FORM 2, BOX 20 - FIRST LOCALITY DATA
87	EMPLOYER	W-2, BOX b	EMPLOYER ID NUMBER 3	N	9		EMPLOYER ID NUMBER
88	EMPLOYER	W-2, BOX a	EMPLOYEE'S SSN 3	N	9		EMPLOYEE'S SSN
89	EMPLOYER	W-2, BOX 1	TOTAL WAGES 3	N	9		W-2 FORM, BOX 1
90	EMPLOYER	CF-1040, WAGE ALLOCATION	CITY'S NONRESIDENT TAXABLE WAGES 3	N	9		FROM NONRESIDENT WAGE ALLOCATION CALCULATION FOR EMPLOYER 3
91	EMPLOYER	W-2, BOX 19	LOCAL INCOME TAX 3-1	N	9		W-2 FORM 3, BOX 19 - FIRST LOCALITY DATA
92	EMPLOYER	W-2, BOX 20	LOCALITY NAME 3-1	A	10		W-2 FORM 3, BOX 20 - FIRST LOCALITY DATA
93	EMPLOYER	W-2, BOX b	EMPLOYER ID NUMBER 4	N	9		EMPLOYER ID NUMBER
94	EMPLOYER	W-2, BOX a	EMPLOYEE'S SSN 4	N	9		EMPLOYEE'S SSN
95	EMPLOYER	W-2, BOX 1	TOTAL WAGES 4	N	9		W-2 FORM, BOX 1
96	EMPLOYER	CF-1040, WAGE ALLOCATION	CITY'S NONRESIDENT TAXABLE WAGES 4	N	9		FROM NONRESIDENT WAGE ALLOCATION CALCULATION FOR EMPLOYER 4
97	EMPLOYER	W-2, BOX 19	LOCAL INCOME TAX 4-1	N	9		W-2 FORM 4, BOX 19 - FIRST LOCALITY DATA
98	EMPLOYER	W-2, BOX 20	LOCALITY NAME 4-1	A	10		W-2 FORM 4, BOX 20 - FIRST LOCALITY DATA
99	EMPLOYER	W-2, BOX b	EMPLOYER ID NUMBER 5	N	9		EMPLOYER ID NUMBER
100	EMPLOYER	W-2, BOX a	EMPLOYEE'S SSN 5	N	9		EMPLOYEE'S SSN
101	EMPLOYER	W-2, BOX 1	TOTAL WAGES 5	N	9		W-2 FORM, BOX 1
102	EMPLOYER	CF-1040, WAGE ALLOCATION	CITY'S NONRESIDENT TAXABLE WAGES 5	N	9		FROM NONRESIDENT WAGE ALLOCATION CALCULATION FOR EMPLOYER 5
103	EMPLOYER	W-2, BOX 19	LOCAL INCOME TAX 5-1	N	9		W-2 FORM 5, BOX 19 - FIRST LOCALITY DATA
104	EMPLOYER	W-2, BOX 20	LOCALITY NAME 5-1	A	10		W-2 FORM 5, BOX 20 - FIRST LOCALITY DATA
105	EMPLOYER	W-2, BOX b	EMPLOYER ID NUMBER 6	N	9		EMPLOYER ID NUMBER
106	EMPLOYER	W-2, BOX a	EMPLOYEE'S SSN 6	N	9		EMPLOYEE'S SSN
107	EMPLOYER	W-2, BOX 1	TOTAL WAGES 6	N	9		W-2 FORM, BOX 1
108	EMPLOYER	CF-1040, WAGE ALLOCATION	CITY'S NONRESIDENT TAXABLE WAGES 6	N	9		FROM NONRESIDENT WAGE ALLOCATION CALCULATION FOR EMPLOYER 6
109	EMPLOYER	W-2, BOX 19	LOCAL INCOME TAX 6-1	N	9		W-2 FORM 6, BOX 19 - FIRST LOCALITY DATA
110	EMPLOYER	W-2, BOX 20	LOCALITY NAME 6-1	A	10		W-2 FORM 6, BOX 20 - FIRST LOCALITY DATA
111	EMPLOYER	W-2, BOX b	EMPLOYER ID NUMBER 7	N	9		EMPLOYER ID NUMBER
112	EMPLOYER	W-2, BOX a	EMPLOYEE'S SSN 7	N	9		EMPLOYEE'S SSN
113	EMPLOYER	W-2, BOX 1	TOTAL WAGES 7	N	9		W-2 FORM, BOX 1
114	EMPLOYER	CF-1040, WAGE ALLOCATION	CITY'S NONRESIDENT TAXABLE WAGES 7	N	9		FROM NONRESIDENT WAGE ALLOCATION CALCULATION FOR EMPLOYER 7
115	EMPLOYER	W-2, BOX 19	LOCAL INCOME TAX 7-1	N	9		W-2 FORM 7, BOX 19 - FIRST LOCALITY DATA

2012 CF-1040 INDIVIDUAL COMMON FORM

APPENDIX G	2D BARCODE SPECIFICATIONS FOR 2012 COMMON FORM (MICHIGAN CITIES)	Changed from previous year's specifications or prior draft.
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	FORM CF-4220	Fields removed from 2D Barcode specifications for 2012 and not used.

REVISED: 10/23/2012

2D FIELD #	CITY/TAX TABLE	FORM LINE (L) #	FIELD NAME	DATA TYPE	MAXIMUM FIELD SIZE	ACCEPTABLE VALUES	EXPLANATION
116	EMPLOYER	W-2, BOX 20	LOCALITY NAME 7-1	A	10		W-2 FORM 7, BOX 20 - FIRST LOCALITY DATA
117	EMPLOYER	W-2, BOX b	EMPLOYER ID NUMBER 8	N	9		EMPLOYER ID NUMBER
118	EMPLOYER	W-2, BOX a	EMPLOYEE'S SSN 8	N	9		EMPLOYEE'S SSN
119	EMPLOYER	W-2, BOX 1	TOTAL WAGES 8	N	9		W-2 FORM, BOX 1
120	EMPLOYER	CF-1040, WAGE ALLOCATION	CITY'S NONRESIDENT TAXABLE WAGES 8	N	9		FROM NONRESIDENT WAGE ALLOCATION CALCULATION FOR EMPLOYER 8
121	EMPLOYER	W-2, BOX 19	LOCAL INCOME TAX 8-1	N	9		W-2 FORM 8, BOX 19 - FIRST LOCALITY DATA
122	EMPLOYER	W-2, BOX 20	LOCALITY NAME 8-1	A	10		W-2 FORM 8, BOX 20 - FIRST LOCALITY DATA
123	EMPLOYER	W-2, BOX b	EMPLOYER ID NUMBER 9	N	9		EMPLOYER ID NUMBER
124	EMPLOYER	W-2, BOX a	EMPLOYEE'S SSN 9	N	9		EMPLOYEE'S SSN
125	EMPLOYER	W-2, BOX 1	TOTAL WAGES 9	N	9		W-2 FORM, BOX 1
126	EMPLOYER	CF-1040, WAGE ALLOCATION	CITY'S NONRESIDENT TAXABLE WAGES 9	N	9		FROM NONRESIDENT WAGE ALLOCATION CALCULATION FOR EMPLOYER 9
127	EMPLOYER	W-2, BOX 19	LOCAL INCOME TAX 9-1	N	9		W-2 FORM 9, BOX 19 - FIRST LOCALITY DATA
128	EMPLOYER	W-2, BOX 20	LOCALITY NAME 9-1	A	10		W-2 FORM 9, BOX 20 - FIRST LOCALITY DATA
129	EMPLOYER	W-2, BOX b	EMPLOYER ID NUMBER 10	N	9		EMPLOYER ID NUMBER
130	EMPLOYER	W-2, BOX a	EMPLOYEE'S SSN 10	N	9		EMPLOYEE'S SSN
131	EMPLOYER	W-2, BOX 1	TOTAL WAGES 10	N	9		W-2 FORM, BOX 1
132	EMPLOYER	CF-1040, WAGE ALLOCATION	CITY'S NONRESIDENT TAXABLE WAGES 10	N	9		FROM NONRESIDENT WAGE ALLOCATION CALCULATION FOR EMPLOYER 10
133	EMPLOYER	W-2, BOX 19	LOCAL INCOME TAX 10-1	N	9		W-2 FORM 10, BOX 19 - FIRST LOCALITY DATA
134	EMPLOYER	W-2, BOX 20	LOCALITY NAME 10-1	A	10		W-2 FORM 10, BOX 20 - FIRST LOCALITY DATA
135		CF1040, P 1, L 31a	ACH REFUND CHECK BOX	A	1	X OR NULL	X IF REFUND OF AMOUNT ON LINE 30 IS TO BE MADE VIA ACH DIRECT DEPOSIT
136		CF1040, P 1, L 31b	ACH DIRECT WITHDRAWAL PAYMENT	A	1	X OR NULL	X IF PAYMENT OF AMOUNT ON LINE 26 IS TO BE MADE VIA ACH DIRECT DEBIT
137		CF1040, P 1, L 31c	ROUTING NUMBER	N	9		BANK ROUTING NUMBER
138		CF1040, P 1, L 31d	ACCOUNT NUMBER	N	17		BANK ACCOUNT NUMBER
139		CF1040, P 1, L 31e	TYPE OF ACCOUNT, CHECKING	A	1	X OR NULL	
140		CF1040, P 1, L 31e	TYPE OF ACCOUNT, SAVINGS	A	1	X OR NULL	
141		CF1040, P 2, THIRD PARTY DESIGNEE AREA	POA THIRD PARTY DESIGNEE, YES	A	1	X OR NULL	EITHER THIS BOX OR THE BOX BELOW MUST CONTAIN AN "X"
142		CF1040, P 2, THIRD PARTY DESIGNEE AREA	POA THIRD PARTY DESIGNEE, NO	A	1	X OR NULL	EITHER THIS BOX OR THE BOX ABOVE MUST CONTAIN AN "X"
143		CF1040, P 2, THIRD PARTY DESIGNEE AREA	POA DESIGNEE'S NAME	A	35		
144		CF1040, P 2, THIRD PARTY DESIGNEE AREA	POA DESIGNEE'S PHONE NUMBER	N	10		FIRST THREE CHARACTERS AREA CODE, NEXT 7 PHONE NUMBER
145		CF1040, P 2, THIRD PARTY DESIGNEE AREA	POA PIN	A	5		PIN ASSIGNED BY TAXPAYER FOR POA SECURITY
146		CF-1040, P 1, L 25a	INTEREST FOR UNDERPAYMENT OF ESTIMATED TAX AND/OR LATE PAYMENT OF TAX DUE	N	9		
147		CF-1040, P 1, L 25b	PENALTY FOR UNDERPAYMENT OF ESTIMATED TAX AND/OR LATE PAYMENT OF TAX DUE	N	9		
148		CF-1040, P 1, L 26	TOTAL TAX, INTEREST & PENALTY	N	9		TAX DUE (Field 59) + INTEREST (Field 146) + PENALTY (Field 147)
149	NONE	CF1040, P 1, L 28c, DONATION 3	OVERPAYMENT DONATION 3, AMT	N	9		AMOUNT OF OVERPAYMENT DONATED TO 2ND DONEE LISTED FOR CITY
150	NONE	CF1040, P 2, DONATION DATA SCH WAS ELIMINATED	OVERPAYMENT DONATION 3, DONEE	A	35	NULL	NOT USED IN 2011, 2D BARCODE SPECIFICATIONS; LEAVE NULL

2012 CF-1040 INDIVIDUAL COMMON FORM

APPENDIX G	2D BARCODE SPECIFICATIONS FOR 2012 COMMON FORM (MICHIGAN CITIES)	Changed from previous year's specifications or prior draft.
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REVISED: 10/23/2012

2D FIELD #	CITY/TAX TABLE	FORM LINE (L) #	FIELD NAME	DATA TYPE	MAXIMUM FIELD SIZE	ACCEPTABLE VALUES	EXPLANATION
151		CF1040, P 2, ACH DIRECT DEBIT PAYMENT EFFECTIVE DATE LINE WAS ELIMINATED	ACH DIRECT DEBIT PAYMENT EFFECTIVE DATE	N	6	NULL	NOT USED IN 2011, 2D BARCODE SPECIFICATIONS; LEAVE NULL
152		CF1040, P 1, FILING STATUS AREA	FILING STATUS	A	1	I, J OR S	I= SINGLE; J= MARRIED FILING JOINT; S= MARRIED FILING SEPARATELY
153	EMPLOYER	W-2, BOX 19	LOCAL INCOME TAX 1-2	N	9		W-2 FORM 1, BOX 19 - SECOND LOCALITY DATA
154	EMPLOYER	W-2, BOX 20	LOCALITY NAME 1-2	A	10		W-2 FORM 1, BOX 20 - SECOND LOCALITY DATA
155	EMPLOYER	W-2, BOX 19	LOCAL INCOME TAX 1-3	N	9		W-2 FORM 1, BOX 19 - THIRD LOCALITY DATA
156	EMPLOYER	W-2, BOX 20	LOCALITY NAME 1-3	A	10		W-2 FORM 1, BOX 20 - THIRD LOCALITY DATA
157	EMPLOYER	W-2, BOX 19	LOCAL INCOME TAX 1-4	N	9		W-2 FORM 1, BOX 19 - FOURTH LOCALITY DATA
158	EMPLOYER	W-2, BOX 20	LOCALITY NAME 1-4	A	10		W-2 FORM 1, BOX 20 - FOURTH LOCALITY DATA
159	EMPLOYER	W-2, BOX 19	LOCAL INCOME TAX 2-2	N	9		W-2 FORM 2, BOX 19 - SECOND LOCALITY DATA
160	EMPLOYER	W-2, BOX 20	LOCALITY NAME 2-2	A	10		W-2 FORM 2, BOX 20 - SECOND LOCALITY DATA
161	EMPLOYER	W-2, BOX 19	LOCAL INCOME TAX 2-3	N	9		W-2 FORM 2, BOX 19 - THIRD LOCALITY DATA
162	EMPLOYER	W-2, BOX 20	LOCALITY NAME 2-3	A	10		W-2 FORM 2, BOX 20 - THIRD LOCALITY DATA
163	EMPLOYER	W-2, BOX 19	LOCAL INCOME TAX 2-4	N	9		W-2 FORM 2, BOX 19 - FOURTH LOCALITY DATA
164	EMPLOYER	W-2, BOX 20	LOCALITY NAME 2-4	A	10		W-2 FORM 2, BOX 20 - FOURTH LOCALITY DATA
165	EMPLOYER	W-2, BOX 19	LOCAL INCOME TAX 3-2	N	9		W-2 FORM 3, BOX 19 - SECOND LOCALITY DATA
166	EMPLOYER	W-2, BOX 20	LOCALITY NAME 3-2	A	10		W-2 FORM 3, BOX 20 - SECOND LOCALITY DATA
167	EMPLOYER	W-2, BOX 19	LOCAL INCOME TAX 3-3	N	9		W-2 FORM 3, BOX 19 - THIRD LOCALITY DATA
168	EMPLOYER	W-2, BOX 20	LOCALITY NAME 3-3	A	10		W-2 FORM 3, BOX 20 - THIRD LOCALITY DATA
169	EMPLOYER	W-2, BOX 19	LOCAL INCOME TAX 3-4	N	9		W-2 FORM 3, BOX 19 - FOURTH LOCALITY DATA
170	EMPLOYER	W-2, BOX 20	LOCALITY NAME 3-4	A	10		W-2 FORM 3, BOX 20 - FOURTH LOCALITY DATA
171	EMPLOYER	W-2, BOX 19	LOCAL INCOME TAX 4-2	N	9		W-2 FORM 4, BOX 19 - SECOND LOCALITY DATA
172	EMPLOYER	W-2, BOX 20	LOCALITY NAME 4-2	A	10		W-2 FORM 4, BOX 20 - SECOND LOCALITY DATA
173	EMPLOYER	W-2, BOX 19	LOCAL INCOME TAX 4-3	N	9		W-2 FORM 4, BOX 19 - THIRD LOCALITY DATA
174	EMPLOYER	W-2, BOX 20	LOCALITY NAME 4-3	A	10		W-2 FORM 4, BOX 20 - THIRD LOCALITY DATA
175	EMPLOYER	W-2, BOX 19	LOCAL INCOME TAX 4-4	N	9		W-2 FORM 4, BOX 19 - FOURTH LOCALITY DATA
176	EMPLOYER	W-2, BOX 20	LOCALITY NAME 4-4	A	10		W-2 FORM 4, BOX 20 - FOURTH LOCALITY DATA
177	EMPLOYER	W-2, BOX 19	LOCAL INCOME TAX 5-2	N	9		W-2 FORM 5, BOX 19 - SECOND LOCALITY DATA
178	EMPLOYER	W-2, BOX 20	LOCALITY NAME 5-2	A	10		W-2 FORM 5, BOX 20 - SECOND LOCALITY DATA
179	EMPLOYER	W-2, BOX 19	LOCAL INCOME TAX 5-3	N	9		W-2 FORM 5, BOX 19 - THIRD LOCALITY DATA
180	EMPLOYER	W-2, BOX 20	LOCALITY NAME 5-3	A	10		W-2 FORM 5, BOX 20 - THIRD LOCALITY DATA
181	EMPLOYER	W-2, BOX 19	LOCAL INCOME TAX 5-4	N	9		W-2 FORM 5, BOX 19 - FOURTH LOCALITY DATA
182	EMPLOYER	W-2, BOX 20	LOCALITY NAME 5-4	A	10		W-2 FORM 5, BOX 20 - FOURTH LOCALITY DATA
183	EMPLOYER	W-2, BOX 19	LOCAL INCOME TAX 6-2	N	9		W-2 FORM 6, BOX 19 - SECOND LOCALITY DATA
184	EMPLOYER	W-2, BOX 20	LOCALITY NAME 6-2	A	10		W-2 FORM 6, BOX 20 - SECOND LOCALITY DATA
185	EMPLOYER	W-2, BOX 19	LOCAL INCOME TAX 6-3	N	9		W-2 FORM 6, BOX 19 - THIRD LOCALITY DATA
186	EMPLOYER	W-2, BOX 20	LOCALITY NAME 6-3	A	10		W-2 FORM 6, BOX 20 - THIRD LOCALITY DATA
187	EMPLOYER	W-2, BOX 19	LOCAL INCOME TAX 6-4	N	9		W-2 FORM 6, BOX 19 - FOURTH LOCALITY DATA
188	EMPLOYER	W-2, BOX 20	LOCALITY NAME 6-4	A	10		W-2 FORM 6, BOX 20 - FOURTH LOCALITY DATA
189	EMPLOYER	W-2, BOX 19	LOCAL INCOME TAX 7-2	N	9		W-2 FORM 7, BOX 19 - SECOND LOCALITY DATA
190	EMPLOYER	W-2, BOX 20	LOCALITY NAME 7-2	A	10		W-2 FORM 7, BOX 20 - SECOND LOCALITY DATA
191	EMPLOYER	W-2, BOX 19	LOCAL INCOME TAX 7-3	N	9		W-2 FORM 7, BOX 19 - THIRD LOCALITY DATA
192	EMPLOYER	W-2, BOX 20	LOCALITY NAME 7-3	A	10		W-2 FORM 7, BOX 20 - THIRD LOCALITY DATA
193	EMPLOYER	W-2, BOX 19	LOCAL INCOME TAX 7-4	N	9		W-2 FORM 7, BOX 19 - FOURTH LOCALITY DATA
194	EMPLOYER	W-2, BOX 20	LOCALITY NAME 7-4	A	10		W-2 FORM 7, BOX 20 - FOURTH LOCALITY DATA
195	EMPLOYER	W-2, BOX 19	LOCAL INCOME TAX 8-2	N	9		W-2 FORM 8, BOX 19 - SECOND LOCALITY DATA
196	EMPLOYER	W-2, BOX 20	LOCALITY NAME 8-2	A	10		W-2 FORM 8, BOX 20 - SECOND LOCALITY DATA
197	EMPLOYER	W-2, BOX 19	LOCAL INCOME TAX 8-3	N	9		W-2 FORM 8, BOX 19 - THIRD LOCALITY DATA
198	EMPLOYER	W-2, BOX 20	LOCALITY NAME 8-3	A	10		W-2 FORM 8, BOX 20 - THIRD LOCALITY DATA

2012 CF-1040 INDIVIDUAL COMMON FORM

APPENDIX G

2D BARCODE SPECIFICATIONS FOR 2012 COMMON FORM (MICHIGAN CITIES)
 DATA REQUIRED IN THE 2D BARCODE FOR COMMON FORM INCOME TAX RETURNS
 FORM CF-4220

Changed from previous year's specifications or prior draft.

Fields added to 2D Barcode specifications for 2012 returns.

Fields removed from 2D Barcode specifications for 2012 and not used.

REVISED: 10/23/2012

2D FIELD #	CITY/TAX TABLE	FORM LINE (L) #	FIELD NAME	DATA TYPE	MAXIMUM FIELD SIZE	ACCEPTABLE VALUES	EXPLANATION
199	EMPLOYER	W-2, BOX 19	LOCAL INCOME TAX 8-4	N	9		W-2 FORM 8, BOX 19 - FOURTH LOCALITY DATA
200	EMPLOYER	W-2, BOX 20	LOCALITY NAME 8-4	A	10		W-2 FORM 8, BOX 20 - FOURTH LOCALITY DATA
201	EMPLOYER	W-2, BOX 19	LOCAL INCOME TAX 9-2	N	9		W-2 FORM 9, BOX 19 - SECOND LOCALITY DATA
202	EMPLOYER	W-2, BOX 20	LOCALITY NAME 9-2	A	10		W-2 FORM 9, BOX 20 - SECOND LOCALITY DATA
203	EMPLOYER	W-2, BOX 19	LOCAL INCOME TAX 9-3	N	9		W-2 FORM 9, BOX 19 - THIRD LOCALITY DATA
204	EMPLOYER	W-2, BOX 20	LOCALITY NAME 9-3	A	10		W-2 FORM 9, BOX 20 - THIRD LOCALITY DATA
205	EMPLOYER	W-2, BOX 19	LOCAL INCOME TAX 9-4	N	9		W-2 FORM 9, BOX 19 - FOURTH LOCALITY DATA
206	EMPLOYER	W-2, BOX 20	LOCALITY NAME 9-4	A	10		W-2 FORM 9, BOX 20 - FOURTH LOCALITY DATA
207	EMPLOYER	W-2, BOX 19	LOCAL INCOME TAX 10-2	N	9		W-2 FORM 10, BOX 19 - SECOND LOCALITY DATA
208	EMPLOYER	W-2, BOX 20	LOCALITY NAME 10-2	A	10		W-2 FORM 10, BOX 20 - SECOND LOCALITY DATA
209	EMPLOYER	W-2, BOX 19	LOCAL INCOME TAX 10-3	N	9		W-2 FORM 10, BOX 19 - THIRD LOCALITY DATA
210	EMPLOYER	W-2, BOX 20	LOCALITY NAME 10-3	A	10		W-2 FORM 10, BOX 20 - THIRD LOCALITY DATA
211	EMPLOYER	W-2, BOX 19	LOCAL INCOME TAX 10-4	N	9		W-2 FORM 10, BOX 19 - FOURTH LOCALITY DATA
212	EMPLOYER	W-2, BOX 20	LOCALITY NAME 10-4	A	10		W-2 FORM 10, BOX 20 - FOURTH LOCALITY DATA
213	NONE	MARRIED FILING SEPARATELY	SPOUSE'S SSN WHEN FILING STATUS IN FIELD 152 = S	N	9	NULL	NOT USED IN 2011 2D BARCODE SPECIFICATIONS; LEAVE NULL
214	NONE	MARRIED FILING SEPARATELY	SPOUSE'S NAME WHEN FILING STATUS IN FIELD 152 = S	A	40		NULL EXCEPT WHEN FILING STATUS (FIELD 152) = S (MARRIED FILING SEPARATELY); INCLUDE SPOUSE'S FIRST NAME, MIDDLE INITIAL AND LAST NAME
215	TAXPAYER	CF1040, P 1, ID AREA	APARTMENT NUMBER	A	9	#, APT, STE, SUITE ETC. PLUS NUMBER	#1A, APT 1A, STE 100, ETC.
216	POSTALCD	CF1040, P 1, ID AREA	FOREIGN COUNTRY NAME	A	25	COUNTRY NAME OR NULL	(NEW IN IRS FORMS FOR 2011)
217	POSTALCD	CF1040, P 1, ID AREA	FOREIGN PROVINCE/COUNTY	A	25	PROVINCE NAME OR NULL	(NEW IN IRS FORMS FOR 2011)
218	POSTALCD	CF1040, P 1, ID AREA	FOREIGN POSTAL CODE	A	10	POSTAL CODE OR NULL	(NEW IN IRS FORMS FOR 2011)
219	TAXPAYER	CF1040, P 2, EXEMPTION SCH, L 1a	TAXPAYER'S DATE OF BIRTH	D	9	MM/DD/YYYY	
220	TAXPAYER	CF1040, P 2, EXEMPTION SCH, L 1b	SPOUSE'S DATE OF BIRTH	D	9	MM/DD/YYYY	
221	CITWAGE	W-2, BOX 8	ALLOCATED TIPS 1	A	9		W-2 FORM 1, BOX 8 - ALLOCATED TIPS
222	CITWAGE	W-2, BOX 8	ALLOCATED TIPS 2	A	9		W-2 FORM 2, BOX 8 - ALLOCATED TIPS
223	CITWAGE	W-2, BOX 8	ALLOCATED TIPS 3	A	9		W-2 FORM 3, BOX 8 - ALLOCATED TIPS
224	CITWAGE	W-2, BOX 8	ALLOCATED TIPS 4	A	9		W-2 FORM 4, BOX 8 - ALLOCATED TIPS
225	CITWAGE	W-2, BOX 8	ALLOCATED TIPS 5	A	9		W-2 FORM 5, BOX 8 - ALLOCATED TIPS
226	CITWAGE	W-2, BOX 8	ALLOCATED TIPS 6	A	9		W-2 FORM 6, BOX 8 - ALLOCATED TIPS
227	CITWAGE	W-2, BOX 8	ALLOCATED TIPS 7	A	9		W-2 FORM 7, BOX 8 - ALLOCATED TIPS
228	CITWAGE	W-2, BOX 8	ALLOCATED TIPS 8	A	9		W-2 FORM 8, BOX 8 - ALLOCATED TIPS
229	CITWAGE	W-2, BOX 8	ALLOCATED TIPS 9	A	9		W-2 FORM 9, BOX 8 - ALLOCATED TIPS
230	CITWAGE	W-2, BOX 8	ALLOCATED TIPS 10	A	9		W-2 FORM 10, BOX 8 - ALLOCATED TIPS
231	CITWAGE	EXCLUDIBLE WAGES SCH	RESIDENT EXCLUDED WAGES 1	A	9		EXCLUDED RESIDENT WAGES FOR EMPLOYER 1
232	CITWAGE	EXCLUDIBLE WAGES SCH	NONRESIDENT EXCLUDED WAGES 1	A	9		EXCLUDED NONRESIDENT WAGES FOR EMPLOYER 1
233	CITWAGE	EXCLUDIBLE WAGES SCH	RESIDENT EXCLUDED WAGES 2	A	9		EXCLUDED RESIDENT WAGES FOR EMPLOYER 2
234	CITWAGE	EXCLUDIBLE WAGES SCH	NONRESIDENT EXCLUDED WAGES 2	A	9		EXCLUDED NONRESIDENT WAGES FOR EMPLOYER 2
235	CITWAGE	EXCLUDIBLE WAGES SCH	RESIDENT EXCLUDED WAGES 3	A	9		EXCLUDED RESIDENT WAGES FOR EMPLOYER 3
236	CITWAGE	EXCLUDIBLE WAGES SCH	NONRESIDENT EXCLUDED WAGES 3	A	9		EXCLUDED NONRESIDENT WAGES FOR EMPLOYER 3
237	CITWAGE	EXCLUDIBLE WAGES SCH	RESIDENT EXCLUDED WAGES 4	A	9		EXCLUDED RESIDENT WAGES FOR EMPLOYER 4
238	CITWAGE	EXCLUDIBLE WAGES SCH	NONRESIDENT EXCLUDED WAGES 4	A	9		EXCLUDED NONRESIDENT WAGES FOR EMPLOYER 4
239	CITWAGE	EXCLUDIBLE WAGES SCH	RESIDENT EXCLUDED WAGES 5	A	9		EXCLUDED RESIDENT WAGES FOR EMPLOYER 5
240	CITWAGE	EXCLUDIBLE WAGES SCH	NONRESIDENT EXCLUDED WAGES 5	A	9		EXCLUDED NONRESIDENT WAGES FOR EMPLOYER 5

2012 CF-1040 INDIVIDUAL COMMON FORM

APPENDIX G 2D BARCODE SPECIFICATIONS FOR 2012 COMMON FORM (MICHIGAN CITIES)
 DATA REQUIRED IN THE 2D BARCODE FOR COMMON FORM INCOME TAX RETURNS
 FORM CF-4220

Changed from previous year's specifications or prior draft.

Fields added to 2D Barcode specifications for 2012 returns.

Fields removed from 2D Barcode specifications for 2012 and not used.

REVISED: 10/23/2012

2D FIELD #	CITYTAX TABLE	FORM LINE (L) #	FIELD NAME	DATA TYPE	MAXIMUM FIELD SIZE	ACCEPTABLE VALUES	EXPLANATION
241	CITWAGE	EXCLUDIBLE WAGES SCH	RESIDENT EXCLUDED WAGES 6	A	9		EXCLUDED RESIDENT WAGES FOR EMPLOYER 6
242	CITWAGE	EXCLUDIBLE WAGES SCH	NONRESIDENT EXCLUDED WAGES 6	A	9		EXCLUDED NONRESIDENT WAGES FOR EMPLOYER 6
243	CITWAGE	EXCLUDIBLE WAGES SCH	RESIDENT EXCLUDED WAGES 7	A	9		EXCLUDED RESIDENT WAGES FOR EMPLOYER 7
244	CITWAGE	EXCLUDIBLE WAGES SCH	NONRESIDENT EXCLUDED WAGES 7	A	9		EXCLUDED NONRESIDENT WAGES FOR EMPLOYER 7
245	CITWAGE	EXCLUDIBLE WAGES SCH	RESIDENT EXCLUDED WAGES 8	A	9		EXCLUDED RESIDENT WAGES FOR EMPLOYER 8
246	CITWAGE	EXCLUDIBLE WAGES SCH	NONRESIDENT EXCLUDED WAGES 8	A	9		EXCLUDED NONRESIDENT WAGES FOR EMPLOYER 8
247	CITWAGE	EXCLUDIBLE WAGES SCH	RESIDENT EXCLUDED WAGES 9	A	9		EXCLUDED RESIDENT WAGES FOR EMPLOYER 9
248	CITWAGE	EXCLUDIBLE WAGES SCH	NONRESIDENT EXCLUDED WAGES 9	A	9		EXCLUDED NONRESIDENT WAGES FOR EMPLOYER 9
249	CITWAGE	EXCLUDIBLE WAGES SCH	RESIDENT EXCLUDED WAGES 10	A	9		EXCLUDED RESIDENT WAGES FOR EMPLOYER 10
250	CITWAGE	EXCLUDIBLE WAGES SCH	NONRESIDENT EXCLUDED WAGES 10	A	9		EXCLUDED NONRESIDENT WAGES FOR EMPLOYER 10
251		CF1040, P 1, RESIDENCY AREA	PART-YEAR RESIDENCY START DATE	D	10	DATE OR NULL	FIRST DATE OF RESIDENCY DURING YEAR
252		CF1040, P 1, RESIDENCY AREA	PART-YEAR RESIDENCY END DATE	D	10	DATE OR NULL	LAST DATE OF RESIDENCY DURING YEAR
253		CF1040, P 1, L 23a	SCH TC CHECK BOX	A	1	X OR NULL	TO BE MARKED (X) IF SCHEDULE TC USED TO CALCULATE TAX ON REPORTED ON LINE 23b
254	NONE		TRAILER	A	5	*EOD*	END OF DATA INDICATOR

COMMON CITY INCOME TAX FORM, CF-1040
APPENDIX H

Revised: 10/30/2012

ACH Refund and Payment Guidelines

City Name	Cities Making ACH Electronic Refunds	Cities Allowing ACH Direct Debit				
		Tax Return Payments - Form CF-1040	Payment Voucher Payments - Form CF-1040PV-EFT	Extension Payments - Form CF-4868-EFT	Estimated Tax Payments - Form CF-1040ES-EFT	Elective Payment Date for Estimated Tax Payments - Form CF-1040ES-EFT
ALBION	Yes	No	No	No	No	No
BATTLE CREEK	Yes	Yes	No	No	No	No
BIG RAPIDS	No	No	No	No	No	No
FLINT	Yes	No	No	No	No	No
GRAND RAPIDS	Yes	No	Yes	Yes	Yes	Yes
GRAYLING	No	No	No	No	No	No
HAMTRAMCK	No	No	No	No	No	No
HIGHLAND PARK	No	No	No	No	No	No
IONIA	Yes	Yes	No	No	No	No
JACKSON	No	No	No	No	No	No
LANSING	Yes	No	No	No	No	No
LAPEER	Yes	Yes	No	Yes	Yes	Yes
MUSKEGON	Yes	Yes	No	No	No	No
MUSKEGON HEIGHTS	No	No	No	No	No	No
PONTIAC	Yes	Yes	No	No	No	No
PORTLAND	Yes	Yes	No	No	No	No
SAGINAW	Yes	Yes	No	No	No	No
SPRINGFIELD	Yes	Yes	No	No	No	No
WALKER	Yes	Yes	No	Yes	Yes	Yes

The payment date for an ACH electronic payment is the date the return or payment is processed except for cities allowing an elective payment date for estimated income tax payments.

A payment received by the due date will be processed with the payment considered timely made even though the payment is not processed by the due date.

Section 43(1) of the Michigan Uniform City Income Tax Ordinance states, "A balance of the tax that is due the city at the time of filing an annual return shall be paid with the return..."

COMMON CITY INCOME TAX FORM, CF-1040
 APPENDIX I Revised: 10/21/2011

Cities Allowing Check Box Power of Attorney

City Name	Allowing Check Box POA
ALBION	Yes
BATTLE CREEK	Yes
BIG RAPIDS	Yes
FLINT	Yes
GRAND RAPIDS	Yes
GRAYLING	Yes
HAMTRAMCK	Yes
HIGHLAND PARK	Yes
IONIA	Yes
JACKSON	Yes
LANSING	Yes
LAPEER	Yes
MUSKEGON	Yes
MUSKEGON HEIGHTS	Yes
PONTIAC	Yes
PORTLAND	Yes
SAGINAW	Yes
SPRINGFIELD	Yes
WALKER	Yes

COMMON CITY INCOME TAX FORM, CF-1040

APPENDIX J

Revised: 10/29/2012

Cities Scanning Return Form 2D Barcode

City Name	Scanning 2D Barcode
ALBION	No
BATTLE CREEK	No
BIG RAPIDS	No
FLINT	Yes
GRAND RAPIDS	Yes
GRAYLING	No
HAMTRAMCK	No
HIGHLAND PARK	No
IONIA	Yes
JACKSON	No
LANSING	Yes
LAPEER	Yes
MUSKEGON	No
MUSKEGON HEIGHTS	No
PONTIAC	Yes
PORTLAND	No
SAGINAW	Yes
SPRINGFIELD	Yes
WALKER	No

Do not print Form 4420, Barcode Data Sheet, for the cities listed above that do not scan the 2D barcode.

2012 CF-1040 INDIVIDUAL COMMON FORM

COMMON CITY INCOME TAX FORM, CF-1040

APPENDIX K

Revised: 10/01/2012

Specifications for Document and City Identification Field for Form CF-4220 and Form CF-1040, Pages 1 and 2

Tax Form	Document Indicator
FORM CF-4220	0
FORM CF-1040, PAGE 1	1
FORM CF-1040, PAGE 2	2

Data Field Specifications

Placement	Upper right hand corner of Forms 4220 and CF-1040, pages 1 and 2
Font	Courier, 12 point

Data Field	Data Type & Field Size
Tax Year (2 character year - 2012 reads as 12)	YY
State (2 character postal abbreviation from table below)	AA
Dash spacer (one character dash)	-
City Name (3 character city name abbreviation from table below)	AAA
Tax Form Page	N

City Name	Tax Year	State	3 Character City Name {CN} Abbreviation	Document Indicator
ALBION	12	MI	ALB	0, 1 or 2
BATTLE CREEK	12	MI	BCK	0, 1 or 2
BIG RAPIDS	12	MI	BRR	0, 1 or 2
FLINT	12	MI	FLT	0, 1 or 2
GRAND RAPIDS	12	MI	GRR	0, 1 or 2
GRAYLING	12	MI	GRA	0, 1 or 2
HAMTRAMCK	12	MI	HAM	0, 1 or 2
HIGHLAND PARK	12	MI	HPK	0, 1 or 2
IONIA	12	MI	ION	0, 1 or 2
JACKSON	12	MI	JAC	0, 1 or 2
LANSING	12	MI	LNS	0, 1 or 2
LAPEER	12	MI	LPR	0, 1 or 2
MUSKEGON	12	MI	MKG	0, 1 or 2
MUSKEGON HEIGHTS	12	MI	MHT	0, 1 or 2
PONTIAC	12	MI	PNT	0, 1 or 2
PORTLAND	12	MI	POR	0, 1 or 2
SAGINAW	12	MI	SAG	0, 1 or 2
SPRINGFIELD	12	MI	SPR	0, 1 or 2
WALKER	12	MI	WAL	0, 1 or 2

Example | 12MI - GRR1 | For Form CF-1040, page 1, for Grand Rapids

Use the 3 character city name abbreviation on other forms, schedules or worksheets in the Common Form packet where called for as indicated by "{CN}." For example, on the Credit for Tax Paid to Another City and Tax Paid by a Partnership Worksheet use GRR to indicate Grand Rapids as the resident city and use LNS to indicate Lansing and the other city.

2012 CF-1040 INDIVIDUAL COMMON FORM

COMMON CITY INCOME TAX FORM, CF-1040
APPENDIX L

OCR Scan Line Specifications for Individual Income Tax Payment Vouchers
FORMS: CF-1040PV OR CF-1040PV-EFT; CF-4868 OR CF-4868-EFT; AND CF-1040ES OR CF-1040ES-EFT

Revised: 10/11/2012

TAX ID	SSN/FEIN INDICATOR	TAX YEAR	TAX CODE	TAX TYPE	PAYMENT AMOUNT	PAYMENT DATE	ROUTING NUMBER	BANK ACCOUNT NUMBER	TYPE OF ACCOUNT
123456789	T	0	123	123	12,345,678.90	MMDDYYYY	123456789	1234567891234567	T

EXAMPLE									
123456789	0	2012	RET	RET	1234567890	04012012	123456789	1234567891234567	C

TAX CODE	TAX CODE (PAYMENT CODE)
EST	ESTIMATED TAX PAYMENT
RET	RETURN, EXTENSION OR ASSESSMENT PAYMENT

SSN/FEIN INDICATOR	
0	SSN
C	CORP/PTNRS FEIN
T	TRUST/ESTATE FEIN

TAX CODE	TAX TYPE	TAX TYPE (PAYMENT TYPE)
EST	01Q	1ST QTR ESTIMATED PAYMENT
EST	02Q	2ND QTR ESTIMATED PAYMENT
EST	03Q	3RD QTR ESTIMATED PAYMENT
EST	04Q	4TH QTR ESTIMATED PAYMENT
RET	EXT	EXTENSION PAYMENT
RET	RET	RETURN PAYMENT WITH A RETURN
RET	RPV	RETURN PAYMENT VOUCHER WITHOUT RETURN
RET	BIL	ASSESSMENT PAYMENT

ACTUAL DATA STREAM FOR AN ESTIMATED TAX PAYMENT USING FORM CF-1040ES (MUST BE 12 POINT "OCR A" FONT)									
1	2	3	4	5	6	7	8	9	0
1	2	3	4	5	6	7	8	9	0
1	2	3	4	5	6	7	8	9	0
1	2	3	4	5	6	7	8	9	0

ACTUAL DATA STREAM AN EXTENSION PAYMENT USING FORM CF-4868 (MUST BE 12 POINT "OCR A" FONT)									
1	2	3	4	5	6	7	8	9	0
1	2	3	4	5	6	7	8	9	0

ACTUAL DATA STREAM FOR A RETURN PAYMENT USING FORM CF-1040PV (MUST BE 12 POINT "OCR A" FONT)									
1	2	3	4	5	6	7	8	9	0
1	2	3	4	5	6	7	8	9	0

ACTUAL DATA STREAM FOR AN EFT ESTIMATED TAX PAYMENT USING FORM CF-1040ES-EFT (MUST BE 12 POINT "OCR A" FONT)									
1	2	3	4	5	6	7	8	9	0
1	2	3	4	5	6	7	8	9	0
1	2	3	4	5	6	7	8	9	0
1	2	3	4	5	6	7	8	9	0

ACTUAL DATA STREAM AN EFT EXTENSION PAYMENT (MUST BE 12 POINT "OCR A" FONT)									
1	2	3	4	5	6	7	8	9	0
1	2	3	4	5	6	7	8	9	0

ACTUAL DATA STREAM FOR AN EFT RETURN PAYMENT WITH A PAYMENT VOUCHER (MUST BE 12 POINT "OCR A" FONT)									
1	2	3	4	5	6	7	8	9	0
1	2	3	4	5	6	7	8	9	0

DATA STREAM CHARACTERS	
CHARACTER	EXPLANATION
1 THROUGH 9	SSN
10	SSN/FEIN INDICATOR
11	BLANK
12 THROUGH 15	FOUR DIGIT TAX YEAR
16	BLANK
17 THROUGH 19	THREE CHARACTER TAX CODE
20	BLANK
21 THROUGH 23	THREE CHARACTER TAX TYPE
24	BLANK
25 THROUGH 34	PAYMENT AMOUNT (Right justified; Zero filled on left; Last two digits are cents; No decimal point)
35	BLANK
36 THROUGH 43	PAYMENT DATE
44	BLANK
45 THROUGH 53	ROUTING NUMBER
54	BLANK
55 THROUGH 71	BANK ACCOUNT NUMBER (Right justified; Zero filled on left)
72	BLANK
73	BANK ACCOUNT TYPE

2012 CF-1040 INDIVIDUAL COMMON FORM

COMMON CITY INCOME TAX FORM, CF-1040
APPENDIX M

2D Barcode Specifications for 2012 Common Form Payment Vouchers and 2013 Estimated Income Tax Payment Vouchers
Forms: CF-4868, CF-4868-EFT, CF-4868-EFT, CF-1040PV, CF-1040PV-EFT, CF-1040ES and CF-1040ES-EFT

Revised: 10/11/2012

2D FIELD #	CITYTAX TABLE	FORM LINE (L) #	FIELD NAME	DATA TYPE	MAXIMUM FIELD SIZE	ACCEPTABLE VALUES	EXPLANATION
1	RECEIPTS & CITMSTR	TAXPAYER ID NUMBER	SSN	A	9		
2	RECEIPTS & CITMSTR	NO RETURN FORM LINE	SSN OR FEIN INDICATOR	A	1	0 OR T	A zero (0) for an SSN or a "T" for an estate or trust FEIN
3	RECEIPTS & CITMSTR		FOUR DIGIT TAX YEAR	N	4	YYYY	
4	CITPAY		THREE CHARACTER TAX CODE	A	3	RET OR EST	Use RET for an extension, payment voucher or assessment payment; use EST for an estimated tax payment
5	CITPAY		THREE CHARACTER TAX TYPE	A	3	EXT, RPV OR BIL 01Q, 02Q, 03Q, 04Q,	If field 4 equals RET: EXT=extension pmt, RPV=payment voucher pmt. and BIL=assessment pmt; or if field 4 equals EST: 01Q=1st qtr Pmt, 02Q=2nd qtr pmt, 03Q=3rd qtr pmt and 04Q=4th qtr pmt
6	RECEIPTS & CITMSTR		PAYMENT AMOUNT	N	10	10 DIGIT NUMBER OR NULL	Right justified; Zero filled on left; last two digits are cents; no decimal point; null if payment amount is not known at time of printing voucher
7	RECEIPTS & CITMSTR		PAYMENT DATE	N	8	MMDDYYYY OR NULL	Current date unless for estimated income tax payment for cities accepting direct debit payment of estimated income tax with a requested future payment date; null if not an EFT payment
8	TAXPAYEREFT		ROUTING NUMBER	N	9	9 DIGIT NUMBER OR NULL	Bank routing number for bank account used or null if not an EFT payment
9	TAXPAYEREFT		BANK ACCOUNT NUMBER	N	17	17 DIGIT NUMBER OR NULL	Bank routing number for bank account used; right justified; zero filled on left; null if not EFT payment
10	TAXPAYEREFT		BANK ACCOUNT TYPE	A	1	C, S OR NULL	Type of bank account, C for checking or S savings; null if not an EFT payment
11	NONE		TRAILER	A	5	*EOD*	END OF DATA INDICATOR

2012 CF-1040 INDIVIDUAL COMMON FORM

COMMON CITY INCOME TAX FORM, CF-1040

Revised 10/23/2012

APPENDIX N

Common Form Line Number Cross Reference to Federal Return Forms 1040, 1040A or 1040EZ and Related Exclusion and Adjustment Schedules, Deduction Worksheets or Credit Worksheet

If filing a federal income tax return using Form 1040, Form 1040A or Form 1040EZ, and on the city return are claiming: income excluded (or adjusted); a deduction; or a credit for tax paid to another city or by a partnership; use the listed exclusion (or adjustment) schedule, deduction worksheet or credit worksheet to document the exclusion (or adjustment), deduction or credit.

Income Items	Common Form Line Numbers	Form 1040 Line Numbers	Form 1040A Line Numbers	Form 1040EZ Line Numbers	Common Form Income Exclusion or Adjustment Schedules
Wages, salaries, tips, etc.	Page 1, Line 1	1040 line 7	1040A line 7	1040EZ line 1	Wages, Excludible Wages and City Tax Withheld. - CF-1040, page 1, line 1, columns A & B
Taxable interest	Page 1, Line 2	1040 line 8a	1040A line 8a	1040EZ line 2	Excludible Interest Income - CF-1040, page 1, line 2, column B
Ordinary dividends	Page 1, Line 3	1040 line 9a	1040A line 9a	Not Applicable	Excludible Dividend Income - CF-1040, page 1, line 3, column B
Taxable refunds, credits or offsets of state and local income taxes	Page 1, Line 4	1040 line 10	Not Applicable	Not Applicable	No schedule necessary, totally excludible by residents and nonresidents
Alimony received	Page 1, Line 5	1040 line 11	Not Applicable	Not Applicable	No schedule necessary, taxable to residents, but excludible by nonresidents
Business income or (loss)	Page 1, Line 6	1040 line 12	Not Applicable	Not Applicable	Exclusions and Adjustments to Business Income or (Loss) - CF-1040, page 1, line 6, column B
Capital gain or (loss)	Page 1, Line 7	1040 line 13	1040A line 10	Not Applicable	Exclusions and Adjustments to Capital Gain or (Loss) - CF-1040, page 1, line 7, column B
Other gains or (losses)	Page 1, Line 8	1040 line 14	Not Applicable	Not Applicable	Exclusions and Adjustments to Other Gains or (Losses) - CF-1040, page 1, line 8, column B
Taxable IRA distributions	Page 1, Line 9	1040 line 15b	1040A line 11b	Not Applicable	Exclusions and Adjustments to IRA Distributions - CF-1040, page 1, line 9, column B
Taxable pension distributions	Page 1, Line 10	1040 line 16b	1040A line 12b	Not Applicable	Exclusions and Adjustments to Pensions and Annuities - CF-1040, page 1, line 10, column B
Rental real estate, royalties, partnerships, S corporations trusts, etc.	Page 1, Line 11	1040 line 17	Not Applicable	Not Applicable	Exclusions and Adjustments to Income from Rental Real Estate, Royalties, Partnerships, S Corporations, Trusts, etc. - CF-1040, page 1, line 11, column B
Subchapter S corporation distributions	Page 1, Line 12	Not Applicable	Not Applicable	Not Applicable	Adjustments for Tax Option Corporation (like Subchapter S Corporation) Distributions - CF-1040, page 1, line 12, column B
Farm income or (loss)	Page 1, Line 13	1040 line 18	Not Applicable	Not Applicable	Exclusions and Adjustments to Farm Income or (Loss) - CF-1040, page 1, line 13, column B
Unemployment compensation	Page 1, Line 14	1040 line 19	1040A line 13	1040EZ line 3	No schedule necessary, totally excludible by residents and nonresidents
Social security benefits	Page 1, Line 15	1040 line 20b	1040A line 14b	Not Applicable	No schedule necessary, totally excludible by residents and nonresidents
Other income	Page 1, Line 16	1040 line 21	Not Applicable	Not Applicable	Exclusions and Adjustments to Other Income - CF-1040, page 1, line 16, column B
Total income	Page 1, Line 18	1040 line 22	1040A line 15	1040EZ line 4	
Deductions on City Returns	Common Form Line Numbers	Federal Form Line Numbers	Federal Form Line Numbers	Federal Form Line Numbers	Common Form Deductions Schedules and Worksheets
IRA deduction	Page 2, Deductions Schedule, Line 1	Form 1040 line 32	Form 1040A line 17	Not Applicable	IRA Deduction Worksheet - CF-1040, page 2, Deductions Schedule, line 1
Self-employed SEP, SIMPLE, and qualified plans	Page 2, Deductions Schedule, Line 2	Form 1040 line 28	Not Applicable	Not Applicable	Self-employed SEP, SIMPLE and Qualified Plans Deduction Worksheet - CF-1040, page 2, Deductions Schedule, line 2
Employee business expenses	Page 2, Deductions Schedule, Line 3	Form 2106 line 10	Not Applicable	Not Applicable	Form CF-2106, Employee Business Expense Deduction Worksheet - CF-1040, page 2, Deductions Schedule, line 3
Moving expenses	Page 2, Deductions Schedule, Line 4	Form 3903 line 5 (Form 1040 line 26)	Not Applicable	Not Applicable	Form CF-3903, Moving Expense Deduction Worksheet - CF-1040, page 2, Deductions Schedule, line 4
Alimony paid	Page 2, Deductions Schedule, Line 5	Form 1040 line 31a	Not Applicable	Not Applicable	Alimony Paid Deduction Worksheet - CF-1040, page 2, Deductions Schedule, line 5
Renaissance Zone Deduction	Page 2, Deductions Schedule, Line 6	Not Applicable	Not Applicable	Not Applicable	Schedule RZ, Renaissance Zone Deduction Schedule - Form CF-1040, page 2, Deductions Schedule, line 6
Payments and Credits on City Returns	Common Form Line Numbers	Federal Form Line Numbers	Federal Form Line Numbers	Federal Form Line Numbers	Common Form Tax Credit Worksheet
Tax withheld by your employer for the city	Page 2, Payments and Credits, Line 2	Not Applicable	Not Applicable	Not Applicable	Wages, Excludible Wages and City Tax Withheld. - CF-1040, page 2, Payments And Credits schedule, line 1
Taxes payments other than tax withheld	Page 2, Payments and Credits, Line 2	Not Applicable	Not Applicable	Not Applicable	Tax Payments Other than Tax Withheld (Estimated Tax, Extension, Paid by a Partnership and Credit Forward) - CF-1040, page 2, Payments and Credits Schedule, Line 2
Credit for tax paid to another city & tax paid by a tax option corporation	Page 2, Payments and Credits, Line 3	Not Applicable	Not Applicable	Not Applicable	Credit for Tax Paid to Another City and Tax Paid by a Tax Option Corporation Worksheet - CF-1040, page 2, Payments and Credits Schedule, Line 3 (Residents only)

2012 CF-4220

12MI - {CN} 0

{CITY NAME}

2012 INDIVIDUAL CITY INCOME TAX
 BARCODE DATASHEET

This datasheet is the cover sheet of your return. For your return to be complete you **must** include this cover sheet with your individual income tax return and all required attachments. Staple this form to the top of your city income tax return for processing.

RETURN INFORMATION

3.5" X 1.75"

SPACE REQUIRED FOR 2D BARCODE

Taxpayer's SSN	Taxpayer's first name	Initial	Last name
Spouse's SSN	If joint return spouse's first name	Initial	Last name
Present home address (Number and street)			Apt. no.
Address line 2 (P.O. Box address for mailing use only)			
City, town or post office		State	Zip code
Foreign country name	Foreign province/county	Foreign postal code	

RESERVED FOR FUTURE 2D BARCODE

3.5" X 1.75"

SPACE REQUIRED FOR 2D BARCODE

MAIL TO ADDRESS:
 {CITY NAME} INCOME TAX DEPARTMENT, ADDRESS, CITY, ST ZIP CODE

Revised 10/30/2012

2012 CF-1040 INDIVIDUAL COMMON FORM

CF-1040

{CITY NAME}

2012

12MI - {CN} 1

INDIVIDUAL RETURN DUE APRIL 30, 2013

Taxpayer's SSN		Taxpayer's first name Initial Last name		RESIDENCE STATUS	
Spouse's SSN		If joint return spouse's first name Initial Last name		<input type="checkbox"/> Resident <input type="checkbox"/> Nonresident <input type="checkbox"/> Part-year resident Part-year resident - dates of residency (mm/dd/yyyy) From _____ To _____	
Make sure the SSN(s) above and on page 2, line 1d are correct		Present home address (Number and street)		Apt. no.	
Check box if you need a tax form mailed to you next year <input type="checkbox"/> For city use only		Address line 2 (P.O. Box address for mailing use only)		FILING STATUS	
		City, town or post office		<input type="checkbox"/> Single <input type="checkbox"/> Married filing jointly <input type="checkbox"/> Married filing separately. Enter spouse's SSN in Spouse's SSN box and Spouse's full name here.	
		State		Spouse's full name if married filing separately	
		Zip code			
		Foreign country name			
		Foreign province/county			
		Foreign postal code			

INCOME		ROUND ALL FIGURES TO NEAREST DOLLAR (\$0.50 next dollar)		Column A	Column B	Column C	
				Federal Return Data	Exclusions/Adjustments	Taxable Income	
ATTACH COPY OF PAGE 1 OF FEDERAL RETURN	1. Wages, salaries, tips, etc. (W-2 forms must be attached)	1	.00	.00	.00	.00	
	2. Taxable interest	2	.00	.00	.00	.00	
	3. Ordinary dividends	3	.00	.00	.00	.00	
	4. Taxable refunds, credits or offsets	4	.00	.00	NOT TAXABLE	.00	
	5. Alimony received	5	.00	.00	.00	.00	
	6. Business income or (loss) (Attach federal Schedule C)	6	.00	.00	.00	.00	
	7. Capital gain or (loss) (Attach copy of fed. Sch. D) 7a. <input type="checkbox"/> Mark if federal Sch. D not required	7	.00	.00	.00	.00	
	8. Other gains or (losses) (Attach copy of federal Form 4797)	8	.00	.00	.00	.00	
	9. Taxable IRA distributions	9	.00	.00	.00	.00	
	10. Taxable pensions and annuities (Attach copy of Form(s) 1099-R)	10	.00	.00	.00	.00	
ATTACH W-2 FORMS HERE	11. Rental real estate, royalties, partnerships, S corporations, trusts, etc. (Attach federal Schedule E)	11	.00	.00	.00	.00	
	12. Subchapter S corporation distributions (Attach federal Sch. K-1)	12	NOT APPLICABLE	.00	.00	.00	
	13. Farm income or (loss) (Attach federal Schedule F)	13	.00	.00	.00	.00	
	14. Unemployment compensation	14	.00	.00	NOT TAXABLE	.00	
	15. Social security benefits	15	.00	.00	NOT TAXABLE	.00	
	16. Other income (Attach statement listing type and amount)	16	.00	.00	.00	.00	
	17. Total additions (Add lines 2 through 16)	17	.00	.00	.00	.00	
	18. Total income (Add lines 1 through 16)	18	.00	.00	.00	.00	
	19. Total deductions (Subtractions) (Total from page 2, Deductions schedule, line 7)	19			.00	.00	
	20. Total income after deductions (Subtract line 19 from line 18)	20			.00	.00	
ENCLOSE CHECK OR MONEY ORDER	21. Exemptions (Enter the total exemptions, from Form CF-1040, page 2, box 1h, in line 21a and multiply this number by the value of an exemption and enter on line 21b)	21a		21b	.00	.00	
	22. Total income subject to tax (Subtract line 21b from line 20)	22			.00	.00	
	23. Tax at (tax rate) (Multiply line 22 by resident or nonresident tax rate for city and enter tax on line 23b, or if using Schedule TC to compute tax, check box 23a and enter tax from Schedule TC, line 23d)	23a		23b	.00	.00	
	24. Total payments and credits (Total from page 2, Payments and Credits schedule, line 4)	24			.00	.00	
	25. Interest and penalty for: failure to make estimated tax payments; underpayment of estimated tax; or late payment of tax	25a	.00	25b	.00	25c	.00
	26. TAX DUE Amount you owe (Add lines 23b and 25c, and subtract line 24d) MAKE CHECK OR MONEY ORDER PAYABLE TO: CITY OF {CITY NAME} OR TO PAY WITH A DIRECT WITHDRAWAL (for cities accepting this type of payment) mark (X) pay tax due, line 31b, and complete lines 31c, d & e	26			PAY WITH RETURN	>>>>	.00
	27. OVERPAYMENT Tax overpayment (Subtract lines 23b and 25c from line 24d; choose overpayment options on lines 28 - 30)	27					.00
	28. Amount of overpayment donated	28a	.00	28b	.00	28c	.00
	29. Amount of overpayment credited forward to 2013	29			Amount of credit to 2013 >>		.00
	30. Amount of overpayment refunded (Line 27 less lines 28d and 29) (For refund to be directly deposited to your bank account, mark refund box, line 31a, and complete line 31 c, d & e)	30			Refund amount >>		.00
31. Direct deposit refund or direct withdrawal payment (Mark (X) appropriate box 31a or 31b and complete lines 31c, 31d and 31e)	31a		31b	31c	31d	31e	
				Routing number	Account number	Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	

MAIL TO: {CITY NAME} INCOME TAX DEPARTMENT, ADDRESS, CITY, ST ZIP CODE

Revised: 10/30/2012

2012 CF-1040 INDIVIDUAL COMMON FORM

CF-1040, PAGE 2	Taxpayer's name	Taxpayer's SSN	12MI - {CN} 2
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EXEMPTIONS SCHEDULE	Date of birth (mm/dd/yyyy)					Regular	65 or over	Blind	Deaf	Disabled			
	1a. You												1e. Enter the number of boxes checked on lines 1a and 1b
	1b. Spouse												
1d. List Dependents	1c. <input type="checkbox"/>	Check box if you can be claimed as a dependent on another person's tax return											
#	First Name	Last Name	Social Security Number	Relationship	Date of Birth								
1													
2													
3													
4													
5													
6													
7													
8													
											1f. Enter number of dependent children listed on line 1d		
											1g. Enter number of other dependents listed on line 1d		
											1h. Total exemptions (Add lines 1e, 1f and 1g; enter here and also on page 1, line 21a)		

EXCLUDED WAGES SCHEDULE (See instructions. Resident wages generally not excludible)							
W-2 #	COLUMN A EMPLOYER'S ID	COLUMN B RESIDENT EXCLUDED WAGES	COLUMN C NONRESIDENT EXCLUDED WAGES	W-2 #	COLUMN A EMPLOYER'S ID	COLUMN B RESIDENT EXCLUDED WAGES	COLUMN C NONRESIDENT EXCLUDED WAGES
1		.00	.00	6		.00	.00
2		.00	.00	7		.00	.00
3		.00	.00	8		.00	.00
4		.00	.00	9		.00	.00
5		.00	.00	10		.00	.00

DEDUCTIONS SCHEDULE (See instructions; deductions must be allocated on the same basis as related income)			DEDUCTIONS
1. IRA deduction (Attach copy of page 1 of federal return & evidence of payment)	1		.00
2. Self-employed SEP, SIMPLE and qualified plans (Attach copy of page 1 of federal return)	2		.00
3. Employee business expenses (See instructions and attach copy of federal Form 2106)	3		.00
4. Moving expenses (Into city area only) (Attach copy of federal Form 3903)	4		.00
5. Alimony paid (DO NOT INCLUDE CHILD SUPPORT. Attach copy of page 1 of federal return)	5		.00
6. Renaissance Zone deduction (Attach Schedule RZ OF 1040)	6		.00
7. Total deductions (Add line 1 through line 6, enter total here and on page 1, line 19)	7		.00

PAYMENTS AND CREDITS SCHEDULE		
1. Tax withheld by your employer for {City Name} (Attach W-2 Forms showing tax withheld for {City name}, Form W-2, box 19)	1	.00
2. Tax payments other than tax withheld (Estimated income tax payments, extension payment, partnership payments and credit forward)	2	.00
3. Credit for tax paid to another city and tax paid by a tax option corporation (Residents attach a copy of other city's return; not allowed for nonresidents)	3	.00
4. Total payments and credits (Add lines 1 through 3, enter total here and on page 1, line 24)	4	.00

ADDRESS SCHEDULE (Where taxpayer (T), spouse (S) or both (B) resided during year and dates of residency)					
MARK T, S, B	ADDRESS (INCLUDE CITY, STATE & ZIP CODE) Start with address used on last year's return. If the address is the same as listed on page 1 of this return, print "Same." If no return filed, list reason. Continue listing residence addresses from this year.	FROM		TO	
		MONTH	DAY	MONTH	DAY

THIRD PARTY DESIGNEE			
Do you want to allow another person to discuss this return with the Income Tax Office?		Yes, complete the following	No
Designee's name	Phone No.	Personal identification number (PIN)	
Under the penalty of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct and complete. If prepared by a person other than taxpayer, the preparer's declaration is based on all information of which preparer has any knowledge.			
SIGN HERE =>	TAXPAYER'S SIGNATURE - If joint return, both spouses must sign	Date (MM/DD/YY)	Taxpayer's occupation
	SPOUSE'S SIGNATURE	Date (MM/DD/YY)	Spouse's occupation
PREPARER'S SIGNATURE	SIGNATURE OF PREPARER OTHER THAN TAXPAYER	Date (MM/DD/YY)	PTIN, EIN or SSN
	FIRM'S NAME (or yours if self-employed), ADDRESS AND ZIP CODE		Preparer's phone no.
			NACTP software number

Revised: 11/07/2012

2012 CF-1040 INDIVIDUAL COMMON FORM

SCHEDULE HEADER

Print the schedule header on each page of the Exclusions and Adjustment Schedules, Deduction Schedules and the Tax Credit Schedule.

Print a schedule only when that schedule is used to explain or document:

1. An exclusion or adjustment claimed and reported on Form CF-1040, page 1, column 2;
2. A deduction claimed on the return; or
3. A credit for tax paid claimed on the return.

When printing schedules, it is not necessary to print the instructions contained in the schedule. However, print the column headers and the summary lines of the schedule as well as the data reported on the schedule.

Print all schedules necessary one after the other on the same page if possible. Example below.

Taxpayer's name John Q Public		Taxpayer's SSN 000-00-0000	2012 {CITY NAME}	
EXCLUDIBLE INTEREST INCOME - CF-1040, PAGE 1, LINE 2, COLUMN B				
Nonbusiness interest income of a nonresident individual is totally excluded Revised 10/08/2012				
1. Interest from federal obligations			100	.00
2. Interest from Subchapter S corporations (Attach Schedule K-1)				.00
3. Other excludible interest income (Attach detailed explanation)				.00
4. Excludible interest income (Add lines 1, 2 and 3; enter total here and on page 1, line 2, column B; part-year residents see line 5)			100	.00
5. Part-year residents enter total from line 4 plus total interest received while a nonresident on Schedule TC, line 2, column B (Lines 1 through 3 should report only interest received while a resident)				

EXCLUDIBLE DIVIDEND INCOME - CF-1040, PAGE 1, LINE 3, COLUMN B				
Dividend income of a nonresident individual is totally excluded Revised: 10/08/2012				
1. Dividends from federal obligations			100	.00
2. Dividends from Subchapter S corporations (Attach Schedule K-1)				.00
3. Other excludible dividend income (Attach detailed explanation)				.00
4. Excludible dividend income (Add lines 1, 2 and 3; enter total here and on page 1, line 3, column B; part-year residents see line 5)			100	.00
5. Part-year residents enter total from line 4 plus total dividends received while a nonresident on Schedule TC, line 2, col. B (Lines 1, 2 and 3 should report only dividends received while a resident)				

EMPLOYEE BUSINESS EXPENSE DEDUCTION WORKSHEET - CF-1040, PAGE 2, DEDUCTIONS SCHEDULE, LINE 3					
Form CF-2106 Revised 10/03/2012					
	Column 1 As reported on federal Form 2106	Column 2 Employer 1	Column 3 Employer 2	Column 4 Employer 3	Column 5 Employer 4
1. Employer's identification number (FEIN)					
2. Occupation (List for each employer)					
3. Vehicle expenses	4,500 .00	4,500 .00	.00	.00	.00
4. Parking, fees, tolls and local transportation, including train, bus, etc.	200 .00	200 .00	.00	.00	.00
5. Travel expenses while away from home overnight, including, lodging, airfare, car rental, etc.	1,000 .00	1,000 .00	.00	.00	.00
6. Were you an outside salesperson? (Answer yes or no in the column for each employer; see definition of outside salesperson below)		NO			
7. Business expenses not included on lines 3, 4 or 5. Do not include meals and entertainment (Enter employer amount only if line 6 of column is yes; see instruction below)	1,000 .00	.00	.00	.00	.00
8. Meals (See meal expenses instruction below)	1,500 .00	1,500 .00	.00	.00	.00
9. Total business expenses (Add lines 3, 4, 5, 7 and 8)	8,200 .00	7,200 .00	.00	.00	.00
10. Enter reimbursements received from your employer for expenses included in line 9 that were not reported to you in box 1 of Form W-2	500 .00	500 .00	.00	.00	.00
11. Business expense deduction (Line 9 less line 10)		6,700 .00	.00	.00	.00
12. Percentage deductible (Same percentage related wages are taxable)		100 %	100 %	%	%
13. Allowable business expense deduction (Line 11 times line 12)		6,700 .00	.00	.00	.00
14. Total business expense deduction (Enter the total of line 13, columns 2 through 5 here and also on Form CF-1040, page 2, Deductions schedule, line 3)					6,700 .00

2012 CF-1040 INDIVIDUAL COMMON FORM

Taxpayer's name	Taxpayer's SSN	2012 {CITY NAME}	
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SCHEDULE TC, PART-YEAR RESIDENT TAX CALCULATION - CF-1040, PAGE 1, LINES 23a AND 23b **Attachment 1**

A part-year resident is required to complete and attach this schedule to the city return: Revised 11/07/2012

1. Box A to report dates of residency of the taxpayer and spouse during the tax year
2. Box B to report the former address of the taxpayer and spouse
3. Column A to report all income from their federal income tax return
4. Column B to report all income taxable on their federal return that is not taxable to the city
5. Column C to report income taxable as a resident and compute tax due on this income at the resident tax rate
6. Column D to report income taxable as a nonresident and compute tax due on this income at the nonresident tax rate

A. PART-YEAR RESIDENCY PERIOD	From	To	B. PART-YEAR RESIDENT'S FORMER ADDRESS
Taxpayer			Taxpayer
Spouse			Spouse

INCOME	Column A Federal Return Data	Column B Exclusions and Adjustments	Column C Resident Income	Column D Nonresident Income
1. Wages, salaries, tips, etc. (Attach Form(s) W-2)	1	.00	.00	.00
2. Taxable interest	2	.00	.00	NOT TAXABLE
3. Ordinary dividends	3	.00	.00	NOT TAXABLE
4. Taxable refunds, credits or offsets	4	.00	NOT APPLICABLE	NOT TAXABLE
5. Alimony received	5	.00	.00	.00
6. Business income or (loss) (Att. copy of fed. Sch. C)	6	.00	.00	.00
7. Capital gain or (loss) (Att. copy of Sch. D)	7a	Mark if Sch. D not required	7b	.00
8. Other gains or (losses) (Att. copy of Form 4797)	8	.00	.00	.00
9. Taxable IRA distributions	9	.00	.00	.00
10. Taxable pensions and annuities (Attach copy of Form 1099-R)	10	.00	.00	.00
11. Rental real estate, royalties, partnerships, S corps., trusts, etc. (Attach copy of fed. Sch. E)	11	.00	.00	.00
12. Subchapter S corporation distributions (Attach copy of federal. Schedule K-1)	12	NOT APPLICABLE	.00	.00
13. Farm income or (loss) (Att. copy of fed. Sch. F)	13	.00	.00	.00
14. Unemployment compensation	14	.00	NOT APPLICABLE	NOT TAXABLE
15. Social security benefits	15	.00	NOT APPLICABLE	NOT TAXABLE
16. Other income (Att. statement listing type and amt)	16	.00	.00	.00
17. Total additions (Add lines 2 through 16)	17	.00	.00	.00
18. Total income (Add lines 1 through 16)	18	.00	.00	.00

DEDUCTIONS SCHEDULE See instructions. Deductions must be allocated on the same basis as related income.

1. IRA deduction (Attach copy of page 1 of federal return & evidence of payment)	1	.00	.00	.00	.00
2. Self-employed SEP, SIMPLE and qualified plans (Attach copy of page 1 of fed. return)	2	.00	.00	.00	.00
3. Employee business expenses (See instructions & att. copy of fed. Form 2106)	3			.00	.00
4. Moving expenses (Into city area only) (Attach copy of federal Form 3903)	4	.00	.00	.00	.00
5. Alimony paid (DO NOT INCLUDE CHILD SUPPORT). (Att. copy of page 1 of fed. return)	5	.00	.00	.00	.00
6. Renaissance Zone deduction (Att. Sch. RZ)	6			.00	.00
19. Total deductions (Add lines 1 through 6)	19			.00	.00
20. Total income after deductions (Subtract line 19 from line 18)	20			.00	.00
21. Exemptions (Enter the number of exemptions from Form CF-1040, page 2, box 1h, on line 21a and multiply by the value of an exemption, and enter on line 21b) (If the amount on line 21b exceeds the amount of resident income on line 20, enter unused portion on line 21c)	21a		21b	.00	
			21c		.00
22a. Total income subject to tax as a resident (Subtract line 21b from line 20)	22a			.00	
22b. Total income subject to tax as a nonresident (Subtract line 21c from line 20)	22b				.00
23a. Line not used on this form	23a				
23b. Tax at resident rate (MULTIPLY LINE 22a BY RESIDENT TAX RATE)	23b			.00	
23c. Tax at nonresident rate (MULTIPLY LINE 22b BY NONRESIDENT TAX RATE)	23c				.00
23d. Total tax (Add lines 23b and 23c) (ENTER HERE AND ON FORM CF-1040, PAGE 1, LINE 23b, AND PLACE A MARK (X) IN BOX 23a OF FORM CF-1040)	23d			.00	

2012 CF-1040 INDIVIDUAL COMMON FORM

Taxpayer's name	Taxpayer's SSN	2012 {CITY NAME}	
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WAGES, EXCLUDIBLE WAGES, AND CITY TAX WITHHELD - CF-1040, PAGE 1, LINE 1, COLUMNS A & B **Attachment 2**
All W-2 forms must be attached to page 1 of the return Revised 10/31/2012

Use this form to provide details for all Forms W-2 and all income reported on federal Form 1040, line 7, such as: wages received as a household employee for which you did not receive a W-2 form; tip income not reported to employer; allocated tips shown on Form(s) W-2, box 8; dependent care benefits; employer-provided adoption benefits; scholarship and fellowship grants not reported on Form W-2; excess salary deferrals; disability pensions shown on Form 1099-R if the taxpayer has not reached the minimum retirement age set by the employer; corrective distributions from a retirement plan shown on Form 1099-R from excess salary deferrals and excess contributions (plus earnings); and wages from Form 8919, line 6.

Use this form to report excludible (nontaxable) wages included in total wages reported on your federal tax return (Forms 1040, 1040A or 1040EZ). Excluded resident and nonresident wages are also reported on Form CF-1040, page 2, Excluded Wages schedule.

	Employer 1	Employer 2	Employer 3	Employer 4
1. Employer's ID number (W-2, box b)				
2. Employer's name (Form W-2, box c)				
3. Enter T for taxpayer's or S for spouse's employer and SSN from Form W-2, box a				
4. Dates of employment during tax year	From <input type="text"/> To <input type="text"/>	From <input type="text"/> To <input type="text"/>	From <input type="text"/> To <input type="text"/>	From <input type="text"/> To <input type="text"/>
5. Wages, tips, other compensation (Form W-2, Box 1)				
6. Allocated tips (Form W-2, Box 8)				
7. Local income tax withheld (Form W-2, Box 19a)				
8. Locality name (Form W-2, Box 20a)				
9. Local income tax withheld (Form W-2, Box 19b, second line of local tax withheld)				
10. Locality name (Form W-2, Box 20b)				
11. Excludable resident wages (Enter here and on Form CF-1040, page 2, Excluded Wages schedule)				
12. Excludable nonresident wages (Enter here and on Form CF-1040, page 2, Excluded Wages schedule)				
13. Reason excludible wages (lines 11 and/or 12) are not taxable by {City Name}				
14. Address of work station (Where you actually work, not the address on Form W-2 unless you work there: include street number, street name, city and state)				
15. Total wages (Add lines 5 and 6 for all employers; must equal amount reported on Form CF-1040, page 1, line 1, column A)				
16. Total excludible wages from all employers (Add lines 11 and 12 for all columns; enter here and also on Form CF-1040, page 1, line 1, column B; part-year residents enter here and on Schedule TC, line 1, column B)				
17. Total tax withheld for {City Name} (Add amounts for all employers on lines 7 and 9 where locality name on the related locality name lines (lines 8 or 10) represents {City Name} tax withheld)				

NONRESIDENT AND PART-YEAR RESIDENT WAGE ALLOCATION

For use by nonresidents or part-year residents who worked both in and outside of the city for the employer while a nonresident. Part-year residents working both in and outside while a nonresident must use wage allocation to determine wages earned in city while a nonresident; use only wages and days worked while a nonresident for computations.

NONRESIDENT WAGE ALLOCATION	Employer 1	Employer 2	Employer 3	Employer 4
18. Enter actual number of days or hours on job for employer during period (Do not include weekends you did not work)				
19. Vacation, holiday and sick days or hours included in line 18				
20. Actual number of days or hours worked (Line 18 less line 19)				
21. Enter actual number of days or hours worked in city				
22. Percentage of days or hours worked in city (Line 21 divided by line 20; default is 100%)	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %
23. Wages earned in city (Line 22 times the total of lines 5 and 6)				
24. Excludible nonresident wages from employer (Total of lines 5 and 6 less line 23) (Enter here and on line 12)				

2012 CF-1040 INDIVIDUAL COMMON FORM

Taxpayer's name	Taxpayer's SSN	2012 {CITY NAME}	
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EXCLUDIBLE INTEREST INCOME - CF-1040, PAGE 1, LINE 2, COLUMN B		Attachment 3
Nonbusiness interest income of a nonresident individual is totally excluded		Revised 10/31/2012
1. Interest from federal obligations		.00
2. Interest from Subchapter S corporations (Attach Schedule K-1)		.00
3. Other excludible interest income (Attach detailed explanation)		.00
4. Excludible interest income (Add lines 1, 2 and 3; enter total here and on page 1, line 2, column B; part-year residents see line 5)		.00
5. Part-year residents enter total from line 4 plus total interest received while a nonresident on Schedule TC, line 2, column B (Lines 1, 2 and 3 should report only interest received while a resident)		

EXCLUDIBLE DIVIDEND INCOME - CF-1040, PAGE 1, LINE 3, COLUMN B		Attachment 4
Dividend income of a nonresident individual is totally excluded		Revised: 10/23/2012
1. Dividends from federal obligations		.00
2. Dividends from Subchapter S corporations (Attach Schedule K-1)		.00
3. Other excludible dividend income (Attach detailed explanation)		.00
4. Excludible dividend income (Add lines 1, 2 and 3; enter total here and on page 1, line 3, column B; part-year residents see line 5)		.00
5. Part-year residents enter total from line 4 plus total dividends received while a nonresident on Schedule TC, line 2, col. B (Lines 1, 2 and 3 should report only dividends received while a resident)		

EXCLUSIONS AND ADJUSTMENTS TO BUSINESS INCOME OR (LOSS) - CF-1040, PAGE 1, LINE 6, COLUMN B		Attachment 5
Nonresidents and part-year residents use this schedule to compute excludible business income reported on federal Schedule C that is from business activity outside the city while a nonresident		Revised 10/23/2012
Attach a copy of each Federal Schedule C.		
Attach a separate Business Allocation Formula calculation for each separate federal Schedule C if allocating income of a business.		
Note: In determining the average percentage, if a factor does not exist, you must divide the total of the percentages by the number of factors used.		
Note: If you are authorized to use a special formula, attach a copy of the administrator's approval letter and attach a schedule detailing calculation.		
Note: Net operating loss from prior year is reported on Line 16, Other income.		

BUSINESS INCOME	BUSINESS # 1	BUSINESS # 2
1. Net profit (or loss) from business or profession	.00	.00
2. Business allocation percentage (For each separate business compute the business allocation percentage using the Business Allocation Formula below and enter it here)	%	%
3. Allocated net profit (loss) (For each column, multiply line 1 by line 2)	.00	.00
4. Excludible net profit (loss) (For each column, subtract line 3 from line 1)	.00	.00
5. Total excludible net profit (loss) (Add amounts on line 4 of each column; enter here and on Form CF-1040, page 1, line 6, column B, or for part-year residents, on Schedule TC, line 6, column B)		00

BUSINESS # 1 DBA

BUSINESS ALLOCATION FORMULA WORKSHEET	COLUMN 1 EVERYWHERE	COLUMN 2 IN CITY	COLUMN 3 PERCENTAGE (Column 2 divided by column 1)
1. Average net book value of real and tangible personal property	.00	.00	
2. Gross rents paid on real property multiplied by 8	.00	.00	
3. Total property	.00	.00	%
4. Total wages, salaries and other compensation of all employees	.00	.00	%
5. Gross receipts from sales made or services rendered	.00	.00	%
6. Total percentages (Add the percentages computed in column 3)			%
7. Business allocation percentage (Divide line 6 by the number of apportionment factors used)			%

BUSINESS # 2 DBA

BUSINESS ALLOCATION FORMULA WORKSHEET	COLUMN 1 EVERYWHERE	COLUMN 2 IN CITY	COLUMN 3 PERCENTAGE (Column 2 divided by column 1)
1. Average net book value of real and tangible personal property	.00	.00	
2. Gross rents paid on real property multiplied by 8	.00	.00	
3. Total property	.00	.00	%
4. Total wages, salaries and other compensation of all employees	.00	.00	%
5. Gross receipts from sales made or services rendered	.00	.00	%
6. Total percentages (Add the percentages computed in column 3)			%
7. Business allocation percentage (Divide line 6 by the number of apportionment factors used)			%

2012 CF-1040 INDIVIDUAL COMMON FORM

Taxpayer's name	Taxpayer's SSN	2012 {CITY NAME}	
EXCLUSIONS AND ADJUSTMENTS TO CAPITAL GAIN OR (LOSS) - CF-1040, PAGE 1, LINE 7, COLUMN B			Attachment 6
Residents, nonresidents and part-year residents use this schedule to report exclusions and adjustments to capital gains or (losses)		RESIDENT COLUMN	NONRESIDENT COLUMN
1. Capital gain or (loss) on property located outside of city		NOT EXCLUDIBLE	.00
2. Capital gain or (loss) on securities issued by U.S. Government		.00	EXCLUDIBLE ON LINE 1
3. Portion of capital gain or (loss) from property owned prior to Ordinance inception (For residents on all such property; for nonresidents only on property located in city.) (Attach a schedule that identifies and shows the calculation for each.)		.00	.00
4. Capital gain or (loss) from Sub. S corporations (See instructions; not allowed for residents of Flint or Grand Rapids.) (Attach schedule.)		.00	.00
5. Adjustment for capital loss carryover from period prior to residency (A resident is not allowed to claim a capital loss carryover from property sold prior to their date of residency.)		.00	NO ADJUSTMENT ALLOWED
6. Adjustment for difference between federal and city's capital loss carryover from prior year (The city's capital loss carryover is usually different from the amount reported on federal return; an adjustment must be made for this difference.)		.00	.00
7. Adjustment to limit capital loss to \$3,000 for tax year		.00	.00
8. Total exclusions and adjustments to capital gains or (losses) (Enter total here and on Form CF-1040, page 1, line 7, column B, or for part-year residents, enter on Schedule TC, line 7, column B)		00	00
Attach copy of federal Schedule D and all supporting schedules to return.			
Deferred gains from sales of property located in city or property sold while a resident of city are taxable when reported on federal return.			
			Revised 10/31/2012

EXCLUSIONS AND ADJUSTMENTS TO OTHER GAINS OR (LOSSES) - CF-1040, PAGE 1, LINE 8, COLUMN B			Attachment 7
Residents, nonresidents and part-year residents use this schedule to report exclusions and adjustments to other gains or (losses)		RESIDENT COLUMN	NONRESIDENT COLUMN
1. Other gains or (losses) on property located outside of city		NOT EXCLUDIBLE	.00
2. Portion of other gains or (losses) from property owned prior to effective date of tax for city (For residents on all such property; for nonresidents only on property located in city.) (Attach a schedule that identifies and shows the calculation for each.)		.00	.00
3. Other gains or (losses) from Sub. S corporations (See instructions; not allowed for residents of Flint or Grand Rapids.)		.00	.00
4. Total excludible other gains and losses (Enter total here and on Form CF-1040, page 1, line 8, column B, or for part-year residents enter on Schedule TC, line 8, column B)		00	00
Deferred gains from sales of property located in city or property sold while a resident of city are taxable when reported on federal return.			
Attach a copy of federal Form 4797 and all supporting schedules to return to explain.			
			Revised 10/29/2012

EXCLUSIONS AND ADJUSTMENTS TO IRA DISTRIBUTIONS - CF-1040, PAGE 1, LINE 9, COLUMN B					Attachment 8
List all IRA distributions reported as taxable on federal return					Revised: 10/31/2012
Enter T for taxpayer or S for spouse	Payer's federal ID Number	Payer's name	Federally taxable IRA distributions	Distribution Code (Form 1099-R, box 7)	Excludible IRA distributions
1.			.00		.00
2.			.00		.00
3.			.00		.00
4.			.00		.00
5.	Total federally taxable IRA distributions (Add lines 1 through 4 above for this column; amount should equal the amount reported on Form CF-1040, page 1, line 9, column A)		.00		
6.	Total excludible IRA distributions (Add lines above for this column; enter here and also on Form CF-1040 (for part-year residents, Sch. TC), page 1, line 9, col. B)				.00

EXCLUSIONS AND ADJUSTMENTS TO PENSIONS AND ANNUITIES - CF-1040, PAGE 1, LINE 10, COLUMN B						Attachment 9
List pension distributions reported as taxable on federal return						Revised: 10/31/2012
Enter T for taxpayer or S for spouse	Payer's federal ID Number	Payer's name	Kind of pension distribution (employer's pension plan, 401k plan, 457 plan, etc.)	Federally taxable pension distributions	Distribution Code (Form 1099-R, box 7)	Excludible pension distributions
1.				.00		.00
2.				.00		.00
3.				.00		.00
4.				.00		.00
5.	Total federally taxable pension distributions (Add lines 1 through 4 above for this column; amount should equal the amount reported on Form CF-1040, page 1, line 10, column A)			.00		
6.	Total excludible pension distributions (Add lines above for this column; enter here and also on Form CF-1040 (for part-year residents, Sch. TC), p. 1, l. 10, col. B)					.00

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Taxpayer's name	Taxpayer's SSN	2012 {CITY NAME}	
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EXCLUSIONS AND ADJUSTMENTS TO INCOME FROM RENTAL REAL ESTATE, ROYALTIES, PARTNERSHIPS, S CORPORATIONS, TRUSTS, ETC. - CF-1040, PAGE 1, LINE 11, COLUMN B **Attachment 10**
Revised 10/29/2012

Residents, nonresidents and part-year residents use this schedule to report exclusions and adjustments to income from rental real estate, royalties, partnerships, S corporations, trusts, etc.	RESIDENT COLUMN	NONRESIDENT COLUMN
1. Rental income (loss) from real estate located outside the City	TAXABLE ON RESIDENT RETURN	.00
2. Royalties	TAXABLE ON RESIDENT RETURN	.00
3. Partnership income (loss) from partnership business activity outside the City	TAXABLE ON RESIDENT RETURN	.00
4. Subchapter S corporation income (loss) (See instructions; taxable on Flint and Grand Rapids resident returns.)	.00	.00
5. Trust income (loss)	TAXABLE ON RESIDENT RETURN	.00
6. Total adjustments to income from rental real estate, royalties, partnerships, trusts, etc. (Enter here and on Form CF-1040, page 1, line 11, column B, or for part-year residents enter total of resident and nonresident columns on Schedule TC, line 11, column B)	.00	.00

Attach a schedule detailing the complete address of each piece of rental real estate.
 Attach a schedule detailing name and ID number of each partnership and amount of adjustment.
 Attach a schedule detailing name and ID number of each Subchapter S Corporation and amount of adjustment.
 Attach copy of federal Schedule E.

ADJUSTMENTS FOR TAX OPTION CORPORATION (LIKE SUBCHAPTER S CORPORATION) DISTRIBUTIONS - CF-1040, PAGE 1, LINE 12, COLUMN B **Attachment 11**
Revised 10/23/2012

Residents use this schedule to report distributions from tax option corporations (like Subchapter S Corporations) taxable under the City Income Tax Ordinance; part-year residents report only distributions received while an resident

CORPORATION NAME AND DBA	FEDERAL I.D. #	DISTRIBUTION RECEIVED
1.		.00
2.		.00
3.		.00
4.		.00
5. Total tax option (Subchapter S) corporation distributions (Add lines 1 through 4; enter here and on Form CF-1040, page 1, line 12, column B, or for part-year residents enter on Schedule TC, line 12, column B)		.00

Complete above schedule or attach a separate schedule listing the name federal ID number and amount of distribution from each tax option (Sub. S) corporation listed on federal Sch. E, page 2.
 Attach a copy of each Schedule K-1 (1120-S) pages 1 and 2 to return.

EXCLUSIONS AND ADJUSTMENTS TO FARM INCOME OR (LOSS) - CF-1040, PAGE 1, LINE 13, COLUMN B **Attachment 12**
Revised 10/23/2012

Nonresidents use this schedule to exclude farm income from outside the city

Farm address

FARM INCOME	FARM
1. Net profit (or loss) from farm	.00
2. Farm allocation percentage	%
3. Allocated net profit (or loss), multiply line 1 by line 2	.00
4. Excludible net profit (or loss) (subtract line 3 from line 1; enter here and on Form CF-1040, page 1, line 13, column B)	.00

FARM ALLOCATION FORMULA	COLUMN 1 EVERYWHERE	COLUMN 2 IN CITY	COLUMN 3 PERCENTAGE
1. Average net book value of real and tangible personal property	.00	.00	(Column 2 divided by column 1)
2. Gross rents paid on real property multiplied by 8	.00	.00	
3. Total property	.00	.00	%
4. Total wages, salaries and other compensation of all employees	.00	.00	%
5. Gross receipts from sales made or services rendered	.00	.00	%
6. Total percentages (Add the percentages computed in column 3)			%
7. Business allocation percentage (Divide line 6 by the number of apportionment factors used)			%

Note: In determining the average percentage, if a factor does not exist, you must divide the total of the percentages by the number of factors used.
 Note: If you are authorized to use a special formula, attach a copy of the administrator's approval letter and attach a schedule detailing calculation.
 Note: Net operating loss from prior year is reported on Form CF-1040, line 16, Other income.

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Taxpayer's name	Taxpayer's SSN	2012 {CITY NAME}	
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EXCLUSIONS AND ADJUSTMENTS TO OTHER INCOME - CF-1040, PAGE 1, LINE 16, COLUMN B Attachment 13

Residents and nonresidents use this schedule to report exclusions and adjustments to other income Revised 10/31/2012

SOURCE OF INCOME	FEDERAL I.D. #	NATURE OF INCOME	RESIDENT COLUMN	NONRESIDENT COLUMN
1.			.00	.00
2.			.00	.00
3.			.00	.00
4. Total adjustments and exclusions to other income (Add lines 1 through 3 and enter totals here and on Form CF-1040, page 1, line 16, column B. Part-year residents enter totals on Form CF-1040TC, line 16, column B)			.00	.00

Attach an explanation of and calculation for any reported federal and city Net Operating Loss deduction.
 Attach an explanation for each item reported and excluded on the Other Income line.
 Add lines as needed.

IRA DEDUCTION WORKSHEET - CF-1040, PAGE 2, DEDUCTIONS SCHEDULE - LINE 1 Attachment 14

RESIDENT: Claim 100% of the federal IRA deduction unless taxpayer or spouse has nontaxable earned income (military pay, etc.). If the taxpayer or spouse has nontaxable earned income, compute IRA deduction in the same manner as a nonresident using worksheet below.

NONRESIDENT: Use worksheet below to compute the city IRA deduction.

PART-YEAR RESIDENT: Compute the resident portion of the IRA deduction following the resident instructions and using the amount of earned income received while a resident and the portion of the federal IRA deductible contributions made while a resident; compute nonresident portion of the IRA deduction using the amount of earned income received while a nonresident and the portion of the federal IRA deductible contributions made while a nonresident; list amounts separately on worksheet and enter the resident and nonresident IRA deduction on Schedule TC, Deductions schedule, line 1.

Nonresidents and part-year residents claiming a city IRA deduction must attach this completed worksheet to their city return. Revised 10/31/2012

	TAXPAYER		SPOUSE		TOTALS
	COLUMN A EARNED INCOME TAXABLE BY {CITY NAME}	COLUMN B EARNED INCOME NOT TAXABLE BY {CITY NAME}	COLUMN C EARNED INCOME TAXABLE BY {CITY NAME}	COLUMN D EARNED INCOME NOT TAXABLE BY {CITY NAME}	
1. Earned income	.00	.00	.00	.00	.00
2a. Federal IRA deduction	.00		.00		.00
If part-year resident, enter portion 2b. of federal IRA deduction contributed while a resident	.00		.00		.00
	TAXPAYER		SPOUSE	INSTRUCTIONS	
3. Percentage that the individual's earned income taxable in city is to the individual's total earned income	%		%	Divide individual's earned income taxable by city (line 1, column A) by individual's total earned income (the sum of line 1, column A plus column B).	
4. City IRA deduction based upon individual's earned income	.00		.00	Taxpayer's or spouse's federal IRA deduction (line 2a) multiplied by city earned income percentage (line 3).	
5. Amount individual's federal IRA deduction exceeds individual's earned income taxable by city	.00		.00	Taxpayer's or spouse's federal IRA deduction (line 2a) less the individual's earned income taxable by city (line 1).	
6. Amount spouse's earned income exceeds spouse's federal IRA deduction (excess earned income)	.00		.00	Column A equals spouse's earned income taxable by city (line 1 of spouse's column C) less spouse's federal IRA deduction (line 2a of spouse's column C). Column C equals taxpayer's earned income taxable by city (line 1 of taxpayer's column A) less taxpayer's federal IRA deduction (line 2a of taxpayer's column A).	
7. City IRA deduction based upon spouse's earned income	.00		.00	If individual's (taxpayer or spouse) federal IRA deduction exceeds individual's earned income and spouse's earned income exceeds spouse's federal IRA deduction (line 5), enter the lesser of the individual's excess IRA (line 5) or spouse's excess earned income multiplied by spouse's city earned income percentage (line 6), else enter zero.	
8. City's IRA deduction	.00		.00	Add individual's (taxpayer or spouse) city IRA deduction based upon their own city earned income (line 4) and their city IRA deduction based upon their spouse's earned income (line 7).	
9. RESIDENT OR PART-YEAR RESIDENT: Enter total resident IRA deduction here. Normally this is the total of the taxpayer's and spouse's city IRA deduction, line 2a of columns A and C. If a part-year resident, normally this is the total of the taxpayer's and spouse's city IRA deduction, line 2b of columns A and C. If either the taxpayer or spouse has nontaxable earned income while a resident, separately compute the resident IRA deduction in the same manner as a nonresident.			.00	PART-YEAR RESIDENT: Enter total federal IRA deduction on Schedule TC, Deductions schedule, line 1, column A; enter the resident city IRA deduction in column C; enter the nonresident city IRA deduction in column D; and enter in column B the difference of the amount in column A less the amounts in column C and column D.	
10. NONRESIDENT: Total city nonresident IRA deduction (Enter total of the taxpayer's (line 8, column A) and spouse's (line 8, column C) city IRA deduction here and on Form CF-1040, page 2, Deductions schedule, line 1) PART-YEAR RESIDENT: See instructions on the right.			.00		

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SELF-EMPLOYED SEP, SIMPLE AND QUALIFIED PLANS DEDUCTION WORKSHEET - CF-1040, PAGE 2, DEDUCTIONS SCHEDULE, LINE 2	Attachment 15 Revised 10/31/2012
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RESIDENT: No schedule required; a full year resident deducts amount reported on federal Form 1040, line 28.

NONRESIDENT: Nonresidents use the nonresident deduction column of this worksheet to calculate their deduction. A nonresident is required to attach a copy of this deduction schedule to their city return.

PART-YEAR RESIDENT: Part-year residents use a separate line to report the amount of deduction by related source of income as a resident or while a nonresident and indicate resident (R) or nonresident (N) relationship in front of the deduction by related source of income. The resident portion of the deduction is 100% of the related deduction. The nonresident deduction is related to the income earned in the city while a nonresident and is computed by entering the percentage the related income is taxable in the Percentage Related Income Is Taxable column and entering the product of multiplying the related deduction times the percentage and entering it in the Nonresident Deduction column.

SOURCE OF RELATED OF INCOME	FEIN (OR SSN) OF RELATED SOURCE OF INCOME	R OR N	FEDERAL DEDUCTION BY RELATED SOURCE OF INCOME	PERCENTAGE RELATED INCOME IS TAXABLE	RESIDENT DEDUCTION FOR A PART-YEAR RESIDENT	NONRESIDENT DEDUCTION
1.			.00	%	.00	.00
2.			.00	%	.00	.00
3.			.00	%	.00	.00
4.			.00	%	.00	.00
5. Add lines 1 through 4 of each dollar column (Federal Deduction column should total amount reported on federal Form 1040, line 28)			.00		.00	.00

6. Nonresidents enter total from nonresident deduction column on Form CF-1040, page 2, Deductions schedule, line 2. Part-year residents enter total from the part-year resident column on Schedule TC, Deductions schedule, line 2, column C and enter total from the nonresident deduction column on Schedule TC, Deductions schedule, line 2, column D

EMPLOYEE BUSINESS EXPENSE DEDUCTION WORKSHEET - CF-1040, PAGE 2, DEDUCTIONS SCHEDULE, LINE 3, Form CF-2106	Attachment 16 Revised 10/31/2012
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	Column 1 As reported on federal Form 2106	Column 2 Employer 1	Column 3 Employer 2	Column 4 Employer 3	Column 5 Employer 4
1. Employer's identification number (FEIN)		{FEIN}	{FEIN}	{FEIN}	{FEIN}
2. Occupation (List for each employer)					
3. Vehicle expenses	.00	.00	.00	.00	.00
4. Parking, fees, tolls and local transportation, including train, bus, etc.	.00	.00	.00	.00	.00
5. Travel expenses while away from home overnight, including, lodging, airfare, car rental, etc.	.00	.00	.00	.00	.00
6. Were you an outside salesperson? (Answer yes or no in the column for each employer; see definition of outside salesperson below)					
7. Business expenses not included on lines 3, 4 or 5. Do not include meals and entertainment (Enter employer amount only if line 6 of column is yes; see instruction below)	.00	.00	.00	.00	.00
8. Meals (See meal expenses instruction below)	.00	.00	.00	.00	.00
9. Total business expenses (Add lines 3, 4, 5, 7 and 8)	.00	.00	.00	.00	.00
10. Enter reimbursements received from your employer for expenses included in line 9 that were not reported to you in box 1 of Form W-2	.00	.00	.00	.00	.00
11. Business expense deduction (Line 9 less line 10)		.00	.00	.00	.00
12. Percentage deductible (Same percentage related wages are taxable)			%	%	%
13. Allowable business expense deduction (Line 11 times line 12)		.00	.00	.00	.00
14. Total business expense deduction (Enter the total of line 13, columns 2 through 5 here and also on Form CF-1040, page 2, Deductions schedule, line 3)					.00

Form CF-2106, Column 1, lines to related lines on federal Form 2106: Line 3 = Fed. Form 2106, line 1, Col. A; line 4 = Fed. Form 2106, line 2, Col. A; line 5 = Fed. Form 2106, line 3, Col. A; line 7 = Fed. Form 2106, line 4, Col. A; line 8 = Fed. Form 2106, line 5, Col. B; line 9 = Fed. Form 2106, line 6, Col. A & B; line 10 = Fed. Form 2106, line 7, Col. A & B; line 11 = Fed. Form 2106, line 8, Col. A & B.

Outside salesperson: An "outside salesperson" is one who solicits business while working away from the employer's place of business as a full-time salesperson. If the individual is required to spend a stated period of time selling at the employer's place of business as part of their job, the individual is not an outside salesperson. If the individual only performs incidental activities there, such as writing up and handing in orders, the individual qualifies for the expense deduction. A salesperson whose principal activity is service and delivery is not an "outside salesperson." An inside salesperson who makes incidental outside calls and sales is not an "outside salesperson."

Line 7 instructions: Business expenses reported on line 4 of federal Form 2016 are allowed as a expense on the city's return only when the individual employee qualifies as a outside salesperson when the expenses were incurred.

Meal expenses: Under the Uniform City Income Tax Ordinance meal expenses are allowed only when incurred while away from home. No deduction is allowed for entertainment unless incurred by an outside salesperson.

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MOVING EXPENSE DEDUCTION WORKSHEET - CF-1040, PAGE 2, DEDUCTIONS SCHEDULE, LINE 4 **Attachment 17**
Revised 10/29/2012

CF-3903 No deduction is allowed when moving away from the city

RESIDENT: A resident individual who moved into the city may claim the deduction as claimed on federal Form 3903.

NONRESIDENT: A nonresident individual who moved into the area of the city may claim a portion or all of the deduction as claimed on federal Form 3903 based upon the percentage the income after moving to the area is taxable by the city.

PART-YEAR RESIDENT: An individual who moved to the area of the city and was temporarily a nonresident working in the city and then became a resident during the tax year may be entitled to a portion of the deduction as a nonresident and as a resident of the city.

DISTANCE TEST WORKSHEET			
1. Number of miles from your old home to your new workplace	1		miles
2. Number of miles from your old home to your old workplace	2		miles
3. Subtract line 2 from line 1. If zero or less, enter -0-	3		miles
If line 3 is greater than 50 miles continue, otherwise you are not qualified to claim this deduction.			
4. Cost of transportation and storage of household goods and personal effects (See instructions for federal Form 3903)	4		.00
5. Cost of travel (including lodging) from your old home to your new home. (See instructions for federal Form 3903) (Do not include the cost of meals.)	5		.00
6. Add lines 4 and 5	6		.00
7. Enter the amount your employer paid you for the expenses listed on lines 4 and 5 that is not included in box 1 of your Form W-2 (wages) (This amount should be shown in box 12 of your Form W-2 with a code P)	7		.00
8. Is line 6 more than line 7?	No	You cannot deduct your moving expenses. (If line 6 is less than line 7, subtract line 6 from line 7 and include the result on Form CF-1040, page 1 line 1, column A and report exclusion of this income on the excluded wages schedule)	8a .00
	Yes	Subtract line 7 from line 6	8b .00
9. Enter percentage of income earned as a resident after moving into area	9	%	
10. Enter percentage of income earned as a nonresident in the city after moving into area	10		%
11. Multiply line 8b by the percentage on line 9 (Moving expense deduction allowed while a resident; enter here and on Form CF-1040, page 2, Deductions schedule, line 4)	11	.00	
12. Multiply line 8b by the percentage on line 10 (Moving expense deduction allowed while a nonresident; enter here and on Form CF-1040, page 2, Deductions schedule, line 4) (If a part-year resident add amounts on line 11 and 12 and enter on Schedule TC, Deductions schedule, line 4)	12		.00

ALIMONY PAID DEDUCTION WORKSHEET - CF-1040, PAGE 2, DEDUCTIONS SCHEDULE, LINE 5 **Attachment 18**
Revised 10/31/2012

RESIDENT: Full-year residents claim the entire amount of alimony reported on federal Form 1040, line 31a. A full-year resident is not required to attach this deduction schedule to their city income tax return.

NONRESIDENT: Nonresidents use the nonresident column of this worksheet to calculate their city alimony deduction.

PART-YEAR RESIDENT: A part-year resident may need to use both the resident and nonresident columns of this worksheet to calculate their alimony deduction. For each line of the worksheet, compute the amount to enter into the resident and/or nonresident columns and follow the line by line instructions. A part-year resident with no city income while a nonresident ignores the nonresident column of this form.

Nonresidents and part-year residents use this worksheet to compute the alimony paid deduction	RESIDENT COLUMN	NONRESIDENT COLUMN
1. Enter resident portion of federal adjusted gross income (Form 1040, page 1, line 37) in resident column and/or nonresident portion in nonresident column	.00	.00
2. Enter resident portion of federal alimony paid (federal Form 1040, page 1, line 31a) while a resident in the resident column and/or nonresident portion of the alimony paid while a nonresident in the nonresident column (Actual amount paid while a resident of the city and while nonresident)	.00	.00
3. Federal income for alimony deduction computation (Line 1 plus line 2 of column)	.00	.00
4. Enter resident portion of total income for city (Form CF-1040, page 1, line 18) in resident column and/or nonresident portion in nonresident column. Part-year residents enter total income for city as a resident and/or nonresident as reported on Schedule TC, line 18, columns C (resident) and D (nonresident)	.00	.00
5. Enter resident portion of total deductions for city other than alimony deduction (Add lines 1, 2, 3, 4 & 6 on Form CF-1040, page 2, Deductions schedule) in resident column and/or nonresident portion in nonresident column	.00	.00
6. Taxable income for city prior to alimony deduction (Line 4 less line 5)	.00	.00
7. Resident column: Enter 100%. Nonresident column: Enter alimony deduction percentage (Line 6 divided by line 3)	100 %	%
8. Alimony deduction (Line 2 multiplied by line 7) (Residents and nonresidents enter amount from respective column on Form CF-1040, page 2, Deductions schedule, Line 5. Part-year residents enter amount from each column on Schedule TC, Deductions schedule, line 5, column C and D)	.00	.00

2012 CF-1040 INDIVIDUAL COMMON FORM

INSTRUCTIONS FOR SCHEDULE RZ OF CF-1040
RENAISSANCE ZONE DEDUCTION

GENERAL INFORMATION

Renaissance Zone (RZ) designation grants tax relief to a qualified taxpayer. In conjunction with the designation of these zones, the City Income Tax Ordinance was amended, effective January 1, 1997, to include a RZ deduction.

REDUCED RENAISSANCE ZONE DEDUCTION IN LAST THREE YEARS OF DESIGNATION

The RZ deduction allowed for a particular RZ is reduced during the last 3 years as a designated RZ. The deduction is reduced by 25% in the second to the last year, 50% in the year immediately preceding the final year and 75% in the last year of designation. No RZ deduction is allowed after the 15th year.

WHO MAY CLAIM A RENAISSANCE ZONE DEDUCTION

A qualified resident domiciled in a RZ for 183 consecutive days, and qualified resident and nonresident individuals with income from rental real estate, business, profession or other activity located and doing business in a RZ.

HOW TO CLAIM A RENAISSANCE ZONE DEDUCTION

To claim a RZ deduction, a taxpayer must file a city income tax return and attach a completed Schedule RZ.

RENAISSANCE ZONE DEDUCTION DISQUALIFIERS

A person is not eligible to claim a RZ deduction if:

- 1. The person is delinquent in filing or paying any of the following state or local taxes: Michigan single business tax, Michigan income tax, city income tax, Act 198 industrial abatement tax, commercial abatement tax, enterprise zone tax, city utility tax or general property taxes.
2. The person owns residential rental property and did not file an affidavit with the city by December 31 of the prior tax year attesting that the property is in substantial compliance with all applicable state and local zoning, building and housing laws or codes.

A business owner is subject to the above disqualifiers and not eligible to claim a Renaissance Zone deduction if the business:

- 1. Is located within the city outside of a RZ and moves to a location within a RZ in the city without approval of the city.
2. Relocates more than 25 full-time equivalent jobs from one or more non-RZ local governmental units (city, village or township) and any of the government units from which a job was relocated adopts a resolution objecting to the relocation within 60 days of being notified of the job relocation by the business.

RESIDENT DOMICILED IN A RENAISSANCE ZONE

DOMICILE DEFINED: Domicile is the place where a person has his or her true, fixed and permanent home and principal establishment, to which, whenever absent therefrom, he or she intends to return.

QUALIFICATION DATE: A resident domiciled in a RZ for the required 183 consecutive days becomes qualified as of the first day of domicile.

DEDUCTIBLE INCOME: Income earned or received during the period of domicile in a RZ may be deducted except the following: Lottery winnings from an instant game or on-line game won before becoming a qualified taxpayer; the portion of gains from the sale or exchange of property occurring before the qualification date; and income from illegal activities.

INDIVIDUAL WITH INCOME FROM RENTAL REAL ESTATE, A BUSINESS, A PROFESSION OR A PARTNERSHIP LOCATED AND DOING BUSINESS IN A RENAISSANCE ZONE

INCOME QUALIFIED FOR RENAISSANCE ZONE DEDUCTION

- 1. That portion of business or professional income from business activity in a RZ after adjustment for any net operating loss deduction and retirement plan deduction. The RZ portion of business activity is determined via a two-factor apportionment formula, property and payroll within a city RZ to that in the city.
2. Income from rental of real property located in a RZ.
3. The partner's share of partnership income from RZ business activity.

LINE BY LINE INSTRUCTIONS

Before filling in Schedule RZ, complete Form CF-1040 through line 22. Next enter taxpayer's name and Social Security number at the top of Schedule RZ as shown on the city income tax return, Form CF-1040.

RESIDENTS DOMICILED IN A RENAISSANCE ZONE

(Others skip to instructions for line 16)

- Line 1. Enter address of domicile in the RZ.
Line 2. Enter date domicile was established at residence.
Line 3. Enter starting and ending dates of domicile in the RZ this year and the total number of days domiciled in the RZ.
Line 4. Divide the number of days on line 3 by 365, and enter the percentage.
Line 5. Enter gross income reported on CF-1040, line 18.
Line 6. Enter the capital gain or loss reported for sale or exchange of property on CF-1040, line 7.

- Line 7. Enter all lottery winnings included in the other income reported on CF-1040, lines 1 and/or 16.
Line 8. Enter the total of the deductions claimed on CF-1040, page 2, Deductions Schedule lines 1 through 5.
Line 11. Determine the of portion capital gains (not including capital losses) from sale or exchange of property reported on CF-1040, line 7, that occurred after the qualification date listed on line 2 and enter the amount. Attach a schedule showing the computation. The allowable RZ deduction for capital gains may be determined by one of the following methods:
A. Adjust the basis for the property to the fair market value on the qualification date (the prior day's closing price for traded securities) and subtract the basis from the sale proceeds; or
B. Divide the number of months the property was held since the qualification date by the total number of months the property was held and apply this fraction to the gain reported for the property on the federal income tax return.
Line 12. Enter lottery winnings from instant games or online games won after the qualification date listed on line 2.
Line 13. Enter the total of lines 10, 11 and 12.
Line 14. Enter the Deduction Allowance Factor percentage on line 14a; multiply line 13 by line 14a and enter the result on line 14b; also enter this amount on Form CF-1040, page 2, Deduction Schedule, line 6.

INDIVIDUALS WITH INCOME FROM RENTAL REAL ESTATE, BUSINESS, PROFESSION OR PARTNERSHIP

For this section of Schedule RZ residents are to use the resident column and nonresidents are to use the nonresident column. A part-year resident is to divide each line item and report the resident and nonresident portions accordingly.

- Line 15. List the business name, D.B.A., and the address of each location within a RZ.
Line 16. Enter the business and farm income reported on CF-1040, lines 6 and 13.
Line 17. Enter the net operating loss deduction claimed on CF-1040, line 16.
Line 18. Enter the retirement plan deduction claimed on CF-1040, page 2, Deduction Schedule, line 2, related to income on line 16.
Line 20. The RZ apportionment percentage is used by companies doing business both inside a RZ and outside the RZ. If the business income is 100% within the RZ, enter 100% on line 20f and complete the form from there.
Line 20a. In column 1 enter the average net book value of all real and tangible personal property owned and located in the city. In column 2 enter the average net book value of the real and tangible personal property owned and located in a city RZ. The average net book value of real and tangible personal property may be determined by adding the net book value at the beginning of the year to the net book value at the end of the year and dividing the sum by two, or if the business was located in the RZ for less than a year, on a monthly average basis.
Line 20b. Enter in column 1 the gross annual rent multiplied by 8 for all rented real property located in the city. In column 2 show the gross annual rent multiplied by 8 for rented real property located in a city RZ.
Line 20c. Total column 1 and column 2. In column 3 enter the percentage, column 2 divided by column 1.
Line 20d. Enter in column 1 compensation paid to employees for work or services performed within the city. In column 2 enter compensation paid to employees for work or services performed within a city RZ. In column 3 enter the percentage, column 2 divided by column 1.
Line 22. Enter the RZ deduction from a partnership. Be certain to enter the partnership Federal Employer Identification Number (FEIN). If a person has a RZ deduction from more than one partnership, attach a schedule providing necessary data. Adjust for any retirement plan deduction claimed on CF-1040, page 2, Deduction Schedule, line 2, based on partnership income included in Schedule RZ, line 22.
Line 23. Enter the address for each parcel of residential rental real estate located in a city RZ.
Line 24. Enter the income from rental real estate located in a city RZ.
Line 25. Enter the total of lines 21, 22 and 24.
Line 26. Enter the Deduction Allowance Factor percentage on line 26a; multiply line 25 by line 26a and enter the result on line 26b; also enter this amount on Form CF-1040, page 2, Deduction Schedule, line 6. Revised: 10/13/2011

2012 CF-1040 INDIVIDUAL COMMON FORM

Taxpayer's name	Taxpayer's SSN	2012 {CITY NAME}	
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RENAISSANCE ZONE DEDUCTION, SCH RZ - FORM CF-1040, PAGE 2, DEDUCTIONS SCHEDULE, LINE 6 **Attachment 19**

FOR USE BY A RESIDENT DOMICILED IN A RENAISSANCE ZONE, AN INDIVIDUAL WITH INCOME FROM RENTAL REAL ESTATE LOCATED IN A RENAISSANCE ZONE OR AN INDIVIDUAL PROPRIETORSHIP, PROFESSION OR PARTNERSHIP LOCATED AND CONDUCTING BUSINESS IN A RENAISSANCE ZONE TO COMPUTE THE RENAISSANCE ZONE DEDUCTION

DISQUALIFICATION CRITERIA Revised 10/23/2012

AN INDIVIDUAL IS NOT QUALIFIED TO CLAIM THE RENAISSANCE ZONE DEDUCTION IF ANY OF THE FOLLOWING TAXES ARE DELINQUENT:

City Income Tax	Personal Property Tax	Commercial Facilities Tax (CFT)	City (Detroit) Utilities Users Tax
Michigan Income Tax	Michigan Single Business Tax	Enterprise Zone Tax	Technology Park Development Tax
General Property Tax	Industrial Facilities Tax (IFT)	Neighborhood Enterprise Zone Tax	Commercial Forest Tax

DEDUCTION ALLOWANCE FACTOR

The Renaissance Zone deduction is phased out during the final three years of a Renaissance Zone's designation. The Deduction Allowance Factor is: 75% for the tax year that is 2 years before the final year of designation; 50% for the tax year immediately preceding the final year of designation; 25% for the final year of designation; and 100% for all other years of designation.

RESIDENT DOMICILED IN A RENAISSANCE ZONE

Complete this section if you were a resident of the city domiciled in a Renaissance Zone

A 183 day residence requirement must be completed before qualifying to claim the Renaissance Zone Deduction

1. Address of domicile in Renaissance Zone									
2. Date domicile established at this residence		/ /	If domicile is continuous for at least 183 days, taxpayer is qualified on this date.						
3. Dates of domicile this year: Starting date		/ /	Ending date		/ /	Total number of days	Days		
4. Percentage of year as a qualified resident of a Renaissance Zone (Line 3 divided by 365)							4	%	
5. Gross income from Form CF-1040, page 1, line 18, column C							5	.00	
6. Capital gains reported on Form CF-1040, page 1, line 7, column C							6	.00	
7. Lottery winnings included in income reported on Form CF-1040, page 1, lines 1 or 16, column C							7	.00	
8. Total deductions related to income included in line 5 (Add amounts reported on CF-1040, pg. 2, Deductions Sch., Lines 1 - 5)							8	.00	
9. Base income for Renaissance Zone deduction (Line 5 less lines 6, 7 and 8)							9	.00	
10. Total qualified ordinary income (Line 9 multiplied by line 4)							10	.00	
11. Portion of capital gains from sale or exchange of property occurring after qualification date							11	.00	
12. Lottery winnings from an instant lottery game or an online game won after becoming a qualified taxpayer							12	.00	
13. Renaissance Zone deduction base (Add lines 10, 11 and 12)							13	.00	
14. Enter Deduction Allowance Factor on line 14a, 100%, 75%, 50% or 25%; multiply line 13 by 14a; enter deduction on line 14b and on Form CF-1040, page 2, Deduction schedule, line 6.)						14a	%	14b	.00

OTHER INDIVIDUALS WITH INCOME FROM RENTAL REAL ESTATE, BUSINESS, PROFESSION OR PARTNERSHIP LOCATED AND DOING BUSINESS IN A RENAISSANCE ZONE

Complete this section if you are a resident or nonresident individual with income from rental real estate, a business, profession or partnership with business activity in a Renaissance Zone

15. Business name (D.B.A.) and address of each location in a Renaissance Zone				RESIDENT COLUMN	NONRESIDENT COLUMN
16. Business and farming income reported on Form CF-1040, page 1, line 6 or 13, column C				16	.00
17. Net operating loss deduction claimed on Form CF-1040, page 1, line 16, column C				17	.00
18. Retirement plan deduction claimed on Form CF-1040, page 2, Deductions schedule, line 2, related to income reported on line 17, column C				18	.00
19. Base for Renaissance Zone deduction (Line 16 less lines 17 and 18)				19	.00
20. Renaissance Zone Apportionment Percentage	COLUMN 1 IN CITY	COLUMN 2 IN REN. ZONE	COLUMN 3 PERCENTAGE		
20a. Average net book value of real & personal property			(Column 2 divided by column 1)		
20b. Gross rents paid on real property multiplied by 8					
20c. Total property (Add line 20a and 20b)			%		
20d. Total wages, salaries and other compensation			%		
20e. Total percentages (Add column 3, line 20c and 20d)			%		
20f. Renaissance Zone deduction percentage (Line 20e divided by 2)			20f	%	%
21. Renaissance Zone deduction for business (Line 19 multiplied by line 20f)				21	.00
22. Renaissance Zone deduction from partnership return; enter Partnership FEIN on line 22a and deduction amount on line 22b				22a	22b
					.00
23. Address of each parcel of rental real estate located in a Renaissance Zone					
24. Income from rental real estate located within a Renaissance Zone				24	.00
25. Renaissance Zone deduction base (Add lines 21, 22b and 24)				25	.00
26. Enter Deduction Allowance Factor on line 26a, 100%, 75%, 50% or 25%; multiply line 25 by 26a; enter result on line 26b and on CF-1040, pg. 2, Deduction schedule, line 6.)				26a	26b
					.00

2012 CF-1040 INDIVIDUAL COMMON FORM

Taxpayer's name		Taxpayer's SSN		2012 {CITY NAME}		
TAX PAYMENTS OTHER THAN TAX WITHHELD (ESTIMATED TAX, EXTENSION, PAID BY A PARTNERSHIP AND CREDIT FORWARD) - CF-1040, PAGE 2, PAYMENTS AND CREDITS SCHEDULE, LINE 2						Attachment 20 Revised 10/30/2012
TAX PAYMENTS OTHER THAN TAX WITHHELD BY EMPLOYER						OTHER TAX PAYMENTS
1. Estimated tax payments						.00
2. Tax paid with an extension						.00
3. Credit forward from last tax year						.00
4. Tax paid by a partnership		Partnership FEIN		Partnership name		.00
5. Tax paid by a partnership		Partnership FEIN		Partnership name		.00
6. Total credit for estimated tax, extension and partnership tax payments and credit forward (Add lines 1 through 5; enter here and on CF-1040, Page 2, Payments and Credits schedule, line 2)						.00

CREDIT FOR TAX PAID TO ANOTHER CITY AND TAX PAID BY A TAX OPTION CORPORATION - CF-1040, PAGE 1, LINE 24c						Attachment 21 Revised 10/31/2012
<p>Credit for tax paid to another city may be claimed by a resident who pay tax on the same income to another city. Part-year residents may claim the credit for tax paid to another city based on income as a resident that is also taxable by another city. Credit for tax paid by a tax option corporation may be claimed by residents of Flint or Grand Rapids based on income taxable to the resident and also taxed by a city to the tax option corporation.</p>						
OTHER CITY'S NAME OR CORPORATION FEDERAL EMPLOYER IDENTIFICATION NUMBER AND NAME						TAX CREDIT
1. Tax paid to another city		City name				.00
2. Tax paid to another city		City name				.00
3. Tax paid by a tax option corporation		Corporation FEIN		Corporation name		.00
4. Tax paid by a tax option corporation		Corporation FEIN		Corporation name		.00
5. Tax paid by a tax option corporation		Corporation FEIN		Corporation name		.00
6. Total credit for tax paid to another city (Add lines 1 through 5; enter here and on CF-1040, Page 2, Payments and Credits schedule, line 3)						.00

CALCULATION OF CREDIT FOR TAX PAID TO ANOTHER CITY (Residents only)			RESIDENT CITY	OTHER CITY
Use a separate calculation worksheet for each city			{CITY NAME}	{CITY NAME}
1. Income taxable in the nonresident city that is also taxable in the resident city (Same amount for both cities)			.00	.00
2. Exemptions amount per city's return			.00	.00
3. Taxable income for credit			.00	.00
4. Tax for credit purposes at each city's nonresident tax rate			.00	.00
5. Credit allowed for tax paid to another city (Enter the smaller of resident city's or other city's tax from line 4)			.00	

CALCULATION OF CREDIT FOR TAX PAID BY TAX OPTION CORPORATION (S CORPORATION, REIT, ETC.) (Cities of Flint and Grand Rapids residents only)

The cities of Flint and Grand Rapids tax the flow through income of a resident from a tax option corporation (S corporation, REIT, etc.) and allow a credit for the taxpayer's proportionate share of the city income tax paid by the tax option corporation. Use separate calculation worksheet for each corporation.

CALCULATION OF CREDIT FOR TAX PAID BY A TAX OPTION CORPORATION (S-CORPORATION)		RESIDENT CITY	OTHER CITY	OTHER CITY	OTHER CITY
		{CITY NAME}			
1. Corporation income tax paid to city by tax option corporation		.00	.00	.00	.00
2. Corporation income tax rate for city and other cities where tax option corporation paid corporation income tax		%	%	%	%
3. If the corporate tax rate of the other city is less than the city's corporation tax rate, enter the tax paid by the tax option corporation to the other city, otherwise enter the total tax that would have been paid to the other city if their corporation tax rate was the same as the city's corporation tax rate (Computation if other city's corporate tax rate is higher than the city's corporation tax rate: [City's corporation tax rate] / [other city's corporation tax rate] * [corporation tax paid to other city])			.00	.00	.00
4. Taxpayer's percentage of ownership of tax option corporation (from federal Schedule K-1 (Form 1120s), line H, or other federal schedule)		%			
5. Enter the taxpayer's proportionate share of the corporation tax paid to the city and the taxpayer's proportionate share of the lesser of the corporation tax paid to the other city or the tax that would have been paid if the other city's corporation income tax rate was the same as the city's corporation tax rate		.00	.00	.00	.00
6. Credit allowed for tax paid by tax option corporation (Add amounts on line 5 of each column; enter total here; and list corporation FEIN, name and credit claimed in section above for Credit for Tax Paid to Another City and Tax Paid by a Tax Option Corporation)		.00			

APPLICATION FOR AUTOMATIC EXTENSION OF TIME TO FILE AN INDIVIDUAL INCOME TAX RETURN

Taxpayer Name:	
Social Security No:	
File on or Before:	4/30/2013, due date of 2012 return
Payment:	\$

- Payment Method:
- Make payment by check or money order payable to "City of {City Name}." DO NOT SEND CASH.
 - Write your Soc. Sec. No., daytime phone number and "2012 CF-4868" on check or money order.
 - To pay by credit card or direct debit, see income tax website of the City of {City Name}.

Address for Payment: {City name}
{City address}

- Instructions:
- An extension to file does not extend the due date to pay tax. Tax paid late will be assessed late fees.
 - Line 1: Enter the total tax liability you expect to report on your 2012 Form CF-1040, page 1, line 23.
 - Line 2: Enter the total payments that you expect to report on your 2012 Form CF1040, page 2, line 4, not including the extension payment reported on line 3 of this form.
 - Filing date: The income tax ordinance limits an extension to SIX months from the original due date.

- Related Information:
- Federal extension: Filing a federal extension (Form 4868) with the Internal Revenue Service does not grant an extension of time to file a city income tax return.
 - Persons living outside the United States: Where the Internal Revenue Code grants an automatic two-month extension to persons living outside the U.S., an automatic two-month extension will be granted.

- Payment:
- An extension is automatically granted upon payment of the balance due (line 3); failure to pay the balance due invalidates the extension request; an extension filed without a payment will not be accepted.
 - Interest and penalty will be assessed on taxes paid late even if an extension of time to file is granted.
 - Penalty may be waived by the Income Tax Administrator if the tax paid by the original due date is not understated by more than 5% of tax or the taxpayer can show that the failure to pay on time was due to reasonable cause.

Taxpayer Records: Amount Paid: _____ Check Number: _____ Date Mailed: _____

Revised: 10/22/2012

KEEP TOP PORTION FOR YOUR RECORDS. SEND BOTTOM PORTION WITH YOUR PAYMENT

V DETACH HERE V

Revised: 10/22/2012

APPLICATION FOR AUTOMATIC EXTENSION OF TIME TO FILE AN INDIVIDUAL INCOME TAX RETURN

NACTP # _____ EFIN # _____

Taxpayer's first name, initial, last name			Taxpayer's SSN						
If joint return spouse's first name, initial, last name			If joint payment, spouse's SSN						
Present home address (Number and street)			Apt. no.		{2D Barcode of scan line data}				
Address line 2 (P.O. Box address for mailing use only)									
City, town or post office		State	Zip code						
Foreign country name, province/county, postal code					1. Estimate of total tax liability for 2012		.00		
					2. Total 2012 payments and credits		.00		
					3. Balance due (Line 1 less line 2)		.00		

{SCAN LINE} (see specifications)

CF-4868-EFT

{CITY NAME}

2012 RET EXT

**APPLICATION FOR AUTOMATIC EXTENSION OF TIME
TO FILE AN INDIVIDUAL INCOME TAX RETURN WITH EFT PAYMENT**

Taxpayer Name:
 Social Security No:
 Due on or Before: 4/30/2013, due date of 2012 return
 Payment: \$

Bank Routing Number:
 Bank Account Number:

Type of Bank Account: Checking Savings

- Payment Method:
- DO NOT SEND CASH OR ANY OTHER FORM OF PAYMENT WITH PAYMENT VOUCHER BELOW.
 - The payment voucher is authorization for city to directly withdrawal your payment from your bank account.

Address for Payment: {City name}
 {City address}

- Instructions:
- An extension to file does not extend the due date to pay tax. Tax paid late will be assessed late fees.
 - Line 1: Enter the total tax liability you expect to report on your 2012 Form CF-1040, page 1, line 23.
 - Line 2: Enter the total payments that you expect to report on your 2012 Form CF1040, page 2, line 4, not including the extension payment reported on line 3 of this form.
 - Filing date: The income tax ordinance limits an extension to SIX months from the original due date.

- Related Information:
- Federal extension: Filing a federal extension (Form 4868) with the Internal Revenue Service does not grant an extension of time to file a city income tax return.
 - Persons living outside the United States: Where the Internal Revenue Code grants an automatic two-month extension to persons living outside the U.S., an automatic two-month extension will be granted.

- Payment:
- An extension is automatically granted upon payment of the balance due (line 3); failure to pay the balance due invalidates the extension request; an extension filed without a payment will not be accepted.
 - Interest and penalty will be assessed on taxes paid late even if an extension of time to file is granted.
 - Penalty may be waived by the Income Tax Administrator if the tax paid by the original due date is not understated by more than 5% of tax or the taxpayer can show that the failure to pay on time was due to reasonable cause.

Taxpayer Records: Amount Paid: _____ Date Mailed: _____

Revised: 10/22/2012

KEEP TOP PORTION FOR YOUR RECORDS. SEND BOTTOM PORTION WITH YOUR PAYMENT

V DETACH HERE V

Revised: 10/22/2012

CF-4868-EFT

{CITY NAME}

2012 RET EXT

APPLICATION FOR AUTOMATIC EXTENSION OF TIME TO FILE AN INDIVIDUAL INCOME TAX RETURN WITH EFT PAYMENT

NACTP # <input type="text"/>		EFIN # <input type="text"/>				
Taxpayer's first name, initial, last name		Taxpayer's SSN	Bank routing number	Type of account	Checking	Savings
If joint return spouse's first name, initial, last name		If joint payment, spouse's SSN	Bank account number			
Present home address (Number and street) Apt. no.		{2D Barcode of scan line data}				
Address line 2 (P.O. Box address for mailing use only)						
City, town or post office	State					
Foreign country name, province/county, postal code		1. Estimate of total tax liability for 2012	.00			
		2. Total 2012 payments and credits	.00			
		3. Balance due (Line 1 less line 2)	.00			

{SCAN LINE} (see specifications)

CF-1040PV

{CITY NAME}
INCOME TAX RETURN PAYMENT VOUCHER

2012 RET RPV

Taxpayer Name:

Social Security No:

Due on or Before: 4/30/2013, due date of 2012 return

Payment: \$

Payment Method: Make payment by check or money order payable to "City of {City Name}." Include your social security number, daytime phone number, and "2012 CF-1040PV" on your check or money order. DO NOT SEND CASH. To pay by credit card or direct debit, see income tax website of the City of {City Name}. Not all cities accept credit card or direct debit payments.

Paying with Return: This payment voucher is not used when including payment with your tax return. When paying with your return, place the payment on top of the return in the envelope. Do not attach the check to the return.

Address for Payment: {City name}
{City address}

Taxpayer Records: Amount Paid: _____
Check Number: _____
Date Mailed: _____

Revised: 10/22/2012

KEEP TOP PORTION FOR YOUR RECORDS. SEND BOTTOM PORTION WITH YOUR PAYMENT

V DETACH HERE V

Revised: 10/22/2012

CF-1040PV

{CITY NAME}
INCOME TAX RETURN PAYMENT VOUCHER

2012 RET RPV

<input style="width: 90%;" type="text" value="NACTP #"/>	<input style="width: 90%;" type="text" value="EFIN #"/>		
Taxpayer's first name, initial, last name		Taxpayer's SSN	
If joint return spouse's first name, initial, last name		If joint payment, spouse's SSN	
Present home address (Number and street) Apt. no.		{2D Barcode of scan line data}	
Address line 2 (P.O. Box address for mailing use only)			
City, town or post office	State Zip code		
Foreign country name, province/county, postal code		Amount of tax, interest and penalty you are paying by check or money order	Round to nearest dollar .00

{SCAN LINE} (see specifications)

CF-1040PV-EFT

{CITY NAME}
INCOME TAX RETURN EFT PAYMENT VOUCHER

2012 RET RPV

Taxpayer Name: Bank Routing Number:

Social Security No: Bank Account Number:

Due on or Before: 4/30/2013, due date of 2012 return Type of Bank Account: Checking Savings

Payment: \$

- Payment Method:
- DO NOT SEND CASH OR ANY OTHER FORM OF PAYMENT WITH PAYMENT VOUCHER BELOW.
 - The payment voucher is authorization for city to directly withdrawal your payment from your bank account.

Paying with Return: This payment voucher is not used when including payment with your tax return. When paying with the return, place the payment on top of the return in the envelope. Do not attach the check to the return.

Address for Payment: {City name}
{City address}

Taxpayer Records: Amount Paid: _____
Date Mailed: _____

Revised: 10/22/2012

KEEP TOP PORTION FOR YOUR RECORDS. SEND BOTTOM PORTION WITH YOUR PAYMENT

V DETACH HERE V

Revised: 10/22/2012

CF-1040PV-EFT

{CITY NAME}
INCOME TAX RETURN PAYMENT VOUCHER

2012 RET RPV

<input type="text"/> NACTP #	<input type="text"/> EFIN #		
Taxpayer's first name, initial, last name		Taxpayer's SSN	Bank routing number
If joint return spouse's first name, initial, last name		If joint payment, spouse's SSN	Bank account number
Present home address (Number and street) Apt. no.		{2D Barcode of scan line data}	
Address line 2 (P.O. Box address for mailing use only)			
City, town or post office	State Zip code		
Foreign country name, province/county, postal code		Amount of tax, interest and penalty you are paying by check or money order	Round to nearest dollar .00

{SCAN LINE} (see specifications)

CITY OF {city name} INCOME TAX DEPARTMENT

INSTRUCTIONS FOR FORM CF-1040ES QUARTERLY ESTIMATED INCOME TAX PAYMENT VOUCHERS

WHO MUST MAKE ESTIMATED INCOME TAX PAYMENTS

- A. **Individuals and Unincorporated Businesses:** Every resident or nonresident who expects taxable income from which the city income tax will not be withheld must make estimated income tax payments. Payments are not required if the estimated tax is one hundred dollars (\$100.00) or less. A husband and wife may make joint estimated income tax payments.
- B. **Corporations:** A corporation (including a Subchapter S corporation) subject to the tax on all or part of its net profits must make estimated income tax payments. Payments are not required from corporations if the estimated tax is two hundred fifty dollars (\$250.00) or less.
- C. **Partnerships:** A partnership electing to pay the tax on behalf of its partners must make estimated income tax payments. Payments are not required if the estimated tax is one hundred dollars (\$100.00) or less. If the partnership elects to pay the tax on behalf of the partners, a partner is not required to make estimated payments as an individual unless the partner has other income on which the income tax is expected to exceed one hundred dollars (\$100.00).

WHEN AND WHERE TO FILE A DECLARATION AND PAY ESTIMATED TAX

- A. **Calendar Year Taxpayers:** The first estimated payment must be made on or before April 30 of the tax year.
- B. **Payment of Estimated Tax:** The estimated tax may be paid in full with the first quarter payment or paid in four (4) equal quarterly installments. Calendar year quarterly payments are due on or before April 30, June 30, and September 30 of the tax year and January 31 of the next year. Fiscal year installments are due on or before the end of the fourth, sixth, ninth and thirteenth month after the beginning of the fiscal year. Remittances are to be made payable to: **City of (name of city)**.
- C. **Where to Send Payments:** The quarterly payments shall be mailed to: {list address where payment is to be sent}.

DO NOT USE OR PHOTOCOPY ANOTHER TAXPAYER'S FORMS. If you do, your payment could be applied to the wrong account.

NOTE: Reminder notices will not be sent. Save this set of forms for use in making the remainder of this year's quarterly estimated payments.

CALCULATION OF ESTIMATED INCOME TAX

Calculate the estimated income tax due using the Estimated Income Tax Computation Worksheet below. Round computations to the nearest dollar.

ESTIMATED INCOME TAX COMPUTATION WORKSHEET	TAX YEAR _____	
1. TOTAL INCOME EXPECTED	1.	
2. EXEMPTIONS {List the amount of the exemption for the named city}	2.	
3. ESTIMATED TAXABLE INCOME (Line 1 less Line 2)	3.	
4. ESTIMATED TAX Nonresident individuals enter {list the nonresident tax rate for the named city} of Line 3. All other taxpayers enter (list the resident tax rate for the named city) of Line 3.	4.	
5. {city name} INCOME TAX TO BE WITHHELD	5.	
6. OTHER CREDITS EXPECTED	6.	
7. ESTIMATED TAX (Line 4 less Lines 5 and 6)	7.	

The annual return for the previous year may be used as the basis for computing your declaration of estimated tax for the current year. The same figures used for estimating your federal income tax, adjusted to exclude any income not taxable or deductions not allowed under the Uniform City Income Tax Ordinance (MCL 141.601 et seq.), may be used.

CALCULATION OF THE ESTIMATED TAX PAYMENT DUE EACH QUARTER

If you know the amount of quarterly estimated tax to be paid, write the amount in the estimated tax due box of Form CF-1040ES, for the quarter, round the payment to the nearest dollar.

AMENDED DECLARATION

If you find that your estimated tax is substantially increased or decreased as a result of a change in income or exemptions, you may amend your estimate at the time of making any quarterly payment with Form CF-1040ES by adjusting the quarterly payment.

LATE PAYMENT OR UNDERPAYMENT OF ESTIMATED INCOME TAX

If you fail to make the required quarterly estimated tax payments, underpay or pay late, interest and penalty may be charged. The interest rate is 1 percent above the prime rate. The interest rate is adjusted on January 1 and July 1 each year. The penalty rate is 1 percent per month.

2012 CF-1040 INDIVIDUAL COMMON FORM

INTEREST AND PENALTY

If the total amount of tax withheld, tax credits and estimated tax paid is less than seventy percent (70%) of the tax due for the current or previous year, interest and penalty will be charged. Payment of estimated tax does not excuse the taxpayer from filing an annual income tax return even though the total tax liability has been paid.

INCOME SUBJECT TO CITY INCOME TAX

- A. **Residents:** All salaries, wages, bonuses, commissions and other compensation; net profits from business or profession; net rental income; capital gains less capital losses; interest and dividends; income from estates and trusts; and other income.
- B. **Nonresidents:** Salaries, wages, bonuses, commissions and other compensation for services rendered or work performed in the city; net rental income from property located in the city; net profits from a business, profession or other activity to the extent that it is from work done, services rendered or activity conducted in the city; capital gains less capital losses from the sale of real or tangible personal property located in the city.

WITHHOLDING TAX AND OTHER TAX CREDITS

- A. **Withholding Tax:** You may subtract from your estimated income tax the amount of income tax expected to be withheld for the city.
- B. **Income Tax Paid by Partnership:** If you are a member of a partnership which elects to and pay the tax on behalf of its partners, you may subtract from your estimate of city income tax, the amount of tax expected to be paid by the partnership on your distributive share of net profits.
- C. **Income Tax Paid to Another Municipality:** Residents who pay income tax to another municipality on income taxable in the resident city may subtract from their estimate of income tax the amount of income tax expected to be paid to the other municipality. The credit is limited to the amount of tax assessable under the resident city's Income Tax Ordinance on the same income of a nonresident.

PAYMENT RECORD FOR TAX YEAR _____ (Keep this for your records.)

PAYMENT	DATE PAID	CHECK NUMBER	ESTIMATED TAX PAID
FIRST QUARTER PAYMENT			
SECOND QUARTER PAYMENT			
THIRD QUARTER PAYMENT			
FOURTH QUARTER PAYMENT			
TOTAL ESTIMATED TAX PAYMENTS			

Make remittances payable to:
City of {city name}.

Revised 08/09/2012

Mail estimated tax forms and payments to:
 {List address where payment is to be sent.}

CF-1040ES

{CITY NAME}
ESTIMATED INCOME TAX PAYMENT VOUCHER
FIRST QUARTER - PAYMENT DUE APRIL 30, 2013

2013 EST 01Q

Taxpayer Name:

Social Security No:

Due on or Before: 4/30/2013, for tax year 2013

Payment: \$

- Payment Method:**
- Make payment by check or money order payable to "City of {City Name}." Write your social security number, daytime phone number, and "2013 CF-1040ES" on your payment. **DO NOT SEND CASH.**
 - To pay by direct debit to your bank account, use form CF-1040ES-EFT.
 - To pay by credit card see income tax website of the City of {City Name}. Not all cities accept credit card or direct debit payments.

Additional Information: The spouse of a joint filing taxpayer may use this payment voucher to make estimated income tax payments under his or her own social security number by listing their name and social security number as the taxpayer on this payment voucher.

Address for Payment: {City name}
 {City address}

Taxpayer Records: Amount Paid: _____
 Check Number: _____
 Date Mailed: _____

Revised: 10/22/2012

KEEP TOP PORTION FOR YOUR RECORDS. SEND BOTTOM PORTION WITH YOUR PAYMENT

V DETACH HERE V

Revised: 10/22/2012

CF-1040ES

{CITY NAME}
FIRST QUARTER ESTIMATED INCOME TAX PAYMENT VOUCHER

2013 EST 01Q

NACTP # EFIN # PAYMENT VOUCHER 1 Due Date: 04/30/2013

Taxpayer's first name, initial, last name			Taxpayer's SSN				
If joint return spouse's first name, initial, last name			If joint payment, spouse's SSN				
Present home address (Number and street) Apt. no.			{2D Barcode of scan line data}				
Address line 2 (P.O. Box address for mailing use only)							
City, town or post office	State	Zip code					
Foreign country name, province/county, postal code			Amount of estimated tax you are paying by check or money order			Round to nearest dollar	
						.00	

{SCAN LINE} (see specifications)

CF-1040ES

{CITY NAME}
ESTIMATED INCOME TAX PAYMENT VOUCHER
SECOND QUARTER - PAYMENT DUE JULY 01, 2013

2013 EST 02Q

Taxpayer Name:

Social Security No:

Due on or Before: 7/1/2013, for tax year 2013

Payment: \$

- Payment Method:**
- Make payment by check or money order payable to "City of {City Name}." Write your social security number, daytime phone number, and "2013 CF-1040ES" on your payment. **DO NOT SEND CASH.**
 - To pay by direct debit to your bank account, use form CF-1040ES-EFT.
 - To pay by credit card see income tax website of the City of {City Name}. Not all cities accept credit card or direct debit payments.

Additional Information: The spouse of a joint filing taxpayer may use this payment voucher to make estimated income tax payments under his or her own social security number by listing their name and social security number as the taxpayer on this payment voucher.

Address for Payment: {City name}
 {City address}

Taxpayer Records: Amount Paid: _____
 Check Number: _____
 Date Mailed: _____

Revised: 10/22/2012

KEEP TOP PORTION FOR YOUR RECORDS. SEND BOTTOM PORTION WITH YOUR PAYMENT

V DETACH HERE V

Revised: 10/22/2012

CF-1040ES

{CITY NAME}
SECOND QUARTER ESTIMATED INCOME TAX PAYMENT VOUCHER

2013 EST 02Q

NACTP # EFIN # PAYMENT VOUCHER 2 Due Date: 07/01/2013

Taxpayer's first name, initial, last name			Taxpayer's SSN							
If joint return spouse's first name, initial, last name			If joint payment, spouse's SSN							
Present home address (Number and street) Apt. no.			{2D Barcode of scan line data}							
Address line 2 (P.O. Box address for mailing use only)										
City, town or post office	State	Zip code								
Foreign country name, province/county, postal code			Amount of estimated tax you are paying by check or money order				Round to nearest dollar			
							.00			

{SCAN LINE} (see specifications)

CF-1040ES

{CITY NAME}
ESTIMATED INCOME TAX PAYMENT VOUCHER
THIRD QUARTER - PAYMENT DUE SEPTEMBER 30, 2013

2013 EST 03Q

Taxpayer Name:

Social Security No:

Due on or Before: 9/30/2013, for tax year 2013

Payment: \$

- Payment Method:**
- Make payment by check or money order payable to "City of {City Name}." Write your social security number, daytime phone number, and "2013 CF-1040ES" on your payment. **DO NOT SEND CASH.**
 - To pay by direct debit to your bank account, use form CF-1040ES-EFT.
 - To pay by credit card see income tax website of the City of {City Name}. Not all cities accept credit card or direct debit payments.

Additional Information: The spouse of a joint filing taxpayer may use this payment voucher to make estimated income tax payments under his or her own social security number by listing their name and social security number as the taxpayer on this payment voucher.

Address for Payment: {City name}
 {City address}

Taxpayer Records: Amount Paid: _____
 Check Number: _____
 Date Mailed: _____

Revised: 10/22/2012

KEEP TOP PORTION FOR YOUR RECORDS. SEND BOTTOM PORTION WITH YOUR PAYMENT

V DETACH HERE V

Revised: 10/22/2012

CF-1040ES

{CITY NAME}
THIRD QUARTER ESTIMATED INCOME TAX PAYMENT VOUCHER

2013 EST 03Q

NACTP # EFIN #

PAYMENT VOUCHER 3 Due Date: 09/30/2013

Taxpayer's first name, initial, last name			Taxpayer's SSN						
If joint return spouse's first name, initial, last name			If joint payment, spouse's SSN						
Present home address (Number and street) Apt. no.			{2D Barcode of scan line data}						
Address line 2 (P.O. Box address for mailing use only)									
City, town or post office	State	Zip code							
Foreign country name, province/county, postal code			Amount of estimated tax you are paying by check or money order				Round to nearest dollar		
							.00		

{SCAN LINE} (see specifications)

CF-1040ES

{CITY NAME}
ESTIMATED INCOME TAX PAYMENT VOUCHER
FOURTH QUARTER - PAYMENT DUE JANUARY 31, 2014

2013 EST 04Q

Taxpayer Name:

Social Security No:

Due on or Before: 1/31/2014, for tax year 2013

Payment: \$

- Payment Method:**
- Make payment by check or money order payable to "City of {City Name}." Write your social security number, daytime phone number, and "2013 CF-1040ES" on your payment. **DO NOT SEND CASH.**
 - To pay by direct debit to your bank account, use form CF-1040ES-EFT.
 - To pay by credit card see income tax website of the City of {City Name}. Not all cities accept credit card or direct debit payments.

Additional Information: The spouse of a joint filing taxpayer may use this payment voucher to make estimated income tax payments under his or her own social security number by listing their name and social security number as the taxpayer on this payment voucher.

Address for Payment: {City name}
 {City address}

Taxpayer Records: Amount Paid: _____
 Check Number: _____
 Date Mailed: _____

Revised: 10/22/2012

KEEP TOP PORTION FOR YOUR RECORDS. SEND BOTTOM PORTION WITH YOUR PAYMENT

V DETACH HERE V

Revised: 10/22/2012

CF-1040ES

{CITY NAME}
FOURTH QUARTER ESTIMATED INCOME TAX PAYMENT VOUCHER

2013 EST 04Q

NACTP # EFIN # PAYMENT VOUCHER 4 Due Date: 01/31/2014

Taxpayer's first name, initial, last name			Taxpayer's SSN				
If joint return spouse's first name, initial, last name			If joint payment, spouse's SSN				
Present home address (Number and street) Apt. no.			{2D Barcode of scan line data}				
Address line 2 (P.O. Box address for mailing use only)							
City, town or post office	State	Zip code					
Foreign country name, province/county, postal code			Amount of estimated tax you are paying by check or money order			Round to nearest dollar	
						.00	

{SCAN LINE} (see specifications)

CF-1040ES-EFT

{CITY NAME}
ESTIMATED INCOME TAX EFT PAYMENT VOUCHER
FIRST QUARTER - PAYMENT DUE APRIL 30, 2013

2013 EST 01Q

Taxpayer Name: Bank Routing Number:

Social Security No: Bank Account Number:

Due on or Before: 04/30/2013, for tax year 2013 Type of Bank Account: Checking Savings

Payment: \$ Elective Withdrawal Date:

Payment Method: DO NOT SEND CASH OR ANY OTHER FORM OF PAYMENT WITH PAYMENT VOUCHER BELOW.
 The payment voucher is authorization for city to directly withdrawal your payment from your bank account.

Additional Information: The spouse of a joint filing taxpayer may use this payment voucher to make estimated income tax payments under his or her own social security number by listing their name and social security number as the taxpayer on this payment voucher.

Address for Payment: {City name}
 {City address}

Taxpayer Records: Amount Paid: _____
 Date Mailed: _____

Revised: 10/22/2012

KEEP TOP PORTION FOR YOUR RECORDS. SEND BOTTOM PORTION WITH YOUR PAYMENT

V DETACH HERE V

Revised: 10/22/2012

CF-1040ES-EFT

{CITY NAME}
FIRST QUARTER ESTIMATED INCOME TAX EFT PAYMENT VOUCHER

2013 EST 01Q

NACTP # EFIN # PAYMENT VOUCHER 1 Due Date: 04/30/2013

Taxpayer's first name, initial, last name		Taxpayer's SSN	Bank routing number	Type of account	Checking Savings
If joint return spouse's first name, initial, last name		If joint payment, spouse's SSN	Bank account number	Elective withdrawal date	
Present home address (Number and street) Apt. no.		{2D Barcode of scan line data}			
Address line 2 (P.O. Box address for mailing use only)					
City, town or post office	State Zip code				
Foreign country name, province/county, postal code		Amount of estimated tax you are authorizing the city to deduct from your bank account		Round to nearest dollar .00	

{SCAN LINE} (see specifications)

CF-1040ES-EFT

{CITY NAME}

2013 EST 02Q

**ESTIMATED INCOME TAX EFT PAYMENT VOUCHER
SECOND QUARTER - PAYMENT DUE JULY 01, 2013**

Taxpayer Name: Bank Routing Number:

Social Security No: Bank Account Number:

Due on or Before: 07/01/2013, for tax year 2013 Type of Bank Account: Checking Savings

Payment: \$ Elective Withdrawal Date:

Payment Method: DO NOT SEND CASH OR ANY OTHER FORM OF PAYMENT WITH PAYMENT VOUCHER BELOW.
The payment voucher is authorization for city to directly withdrawal your payment from your bank account.

Additional Information: The spouse of a joint filing taxpayer may use this payment voucher to make estimated income tax payments under his or her own social security number by listing their name and social security number as the taxpayer on this payment voucher.

Address for Payment: {City name}
{City address}

Taxpayer Records: Amount Paid: _____
Date Mailed: _____

Revised: 10/22/2012

KEEP TOP PORTION FOR YOUR RECORDS. SEND BOTTOM PORTION WITH YOUR PAYMENT

V DETACH HERE V

Revised: 10/22/2012

CF-1040ES-EFT

{CITY NAME}

2013 EST 02Q

SECOND QUARTER ESTIMATED INCOME TAX EFT PAYMENT VOUCHER

NACTP # EFIN #

PAYMENT VOUCHER 2 Due Date: 07/01/2013

Taxpayer's first name, initial, last name		Taxpayer's SSN		Bank routing number		Type of account		Checking		Savings	
If joint return spouse's first name, initial, last name		If joint payment, spouse's SSN		Bank account number		Elective withdrawal date					
Present home address (Number and street)			Apt. no.			{2D Barcode of scan line data}					
Address line 2 (P.O. Box address for mailing use only)											
City, town or post office		State	Zip code								
Foreign country name, province/county, postal code				Amount of estimated tax you are authorizing the city to deduct from your bank account				Round to nearest dollar			
											.00

{SCAN LINE} (see specifications)

CF-1040ES-EFT

{CITY NAME}

2013 EST 03Q

**ESTIMATED INCOME TAX EFT PAYMENT VOUCHER
THIRD QUARTER - PAYMENT DUE SEPTEMBER 30, 2013**

Taxpayer Name: Bank Routing Number:

Social Security No: Bank Account Number:

Due on or Before: 09/30/2013, for tax year 2013 Type of Bank Account: Checking Savings

Payment: \$ Elective Withdrawal Date:

Payment Method: DO NOT SEND CASH OR ANY OTHER FORM OF PAYMENT WITH PAYMENT VOUCHER BELOW.
The payment voucher is authorization for city to directly withdrawal your payment from your bank account.

Additional Information: The spouse of a joint filing taxpayer may use this payment voucher to make estimated income tax payments under his or her own social security number by listing their name and social security number as the taxpayer on this payment voucher.

Address for Payment: {City name}
{City address}

Taxpayer Records: Amount Paid: _____
Date Mailed: _____

Revised: 10/22/2012

KEEP TOP PORTION FOR YOUR RECORDS. SEND BOTTOM PORTION WITH YOUR PAYMENT

V DETACH HERE V

Revised: 10/22/2012

CF-1040ES-EFT

{CITY NAME}

2013 EST 03Q

THIRD QUARTER ESTIMATED INCOME TAX EFT PAYMENT VOUCHER

NACTP # EFIN # PAYMENT VOUCHER 3 Due Date: 09/30/2013

Taxpayer's first name, initial, last name		Taxpayer's SSN		Bank routing number		Type of account		Checking		Savings	
If joint estimated paymnet, spouse's first name, initial, last name		If joint payment, spouse's SSN		Bank account number		Elective withdrawal date					
Present home address (Number and street) Apt. no.				{2D Barcode of scan line data}							
Address line 2 (P.O. Box address for mailing use only)											
City, town or post office		State	Zip code								
Foreign country name, province/county, postal code				Amount of estimated tax you are authorizing the city to deduct from your bank account				Round to nearest dollar			
											.00

{SCAN LINE} (see specifications)

CF-1040ES-EFT

{CITY NAME}

2013 EST 04Q

**ESTIMATED INCOME TAX EFT PAYMENT VOUCHER
FOURTH QUARTER - PAYMENT DUE JANUARY 31, 2014**

Taxpayer Name: Bank Routing Number:

Social Security No: Bank Account Number:

Due on or Before: 01/31/2014, for tax year 2013 Type of Bank Account: Checking Savings

Payment: \$ Elective Withdrawal Date:

Payment Method: DO NOT SEND CASH OR ANY OTHER FORM OF PAYMENT WITH PAYMENT VOUCHER BELOW.
The payment voucher is authorization for city to directly withdrawal your payment from your bank account.

Additional Information: The spouse of a joint filing taxpayer may use this payment voucher to make estimated income tax payments under his or her own social security number by listing their name and social security number as the taxpayer on this payment voucher.

Address for Payment: {City name}
{City address}

Taxpayer Records: Amount Paid: _____
Date Mailed: _____

Revised: 10/22/2012

KEEP TOP PORTION FOR YOUR RECORDS. SEND BOTTOM PORTION WITH YOUR PAYMENT

V DETACH HERE V

Revised: 10/22/2012

CF-1040ES-EFT

{CITY NAME}

2013 EST 04Q

FOURTH QUARTER ESTIMATED INCOME TAX EFT PAYMENT VOUCHER

NACTP # EFIN # PAYMENT VOUCHER 4 Due Date: 01/31/2014

Taxpayer's first name, initial, last name		Taxpayer's SSN		Bank routing number		Type of account		Checking		Savings	
If joint return spouse's first name, initial, last name		If joint payment, spouse's SSN		Bank account number		Elective withdrawal date					
Present home address (Number and street) Apt. no.				{2D Barcode of scan line data}							
Address line 2 (P.O. Box address for mailing use only)											
City, town or post office		State	Zip code								
Foreign country name, province/county, postal code				Amount of estimated tax you are authorizing the city to deduct from your bank account				Round to nearest dollar			
								.00			

{SCAN LINE} (see specifications)

City of {City Name}
Income Tax Department

INSTRUCTIONS FOR POWER OF ATTORNEY AUTHORIZATION

Complete and file a Power of Attorney Authorization if you wish to appoint an individual, firm or organization as your representative in income tax matters before the Income Tax Department of the city noted above. Failure to complete this form will prohibit the Income Tax Department from discussing or releasing your tax return and/or tax return information with or to another person including your spouse.

PART 1: TAXPAYER INFORMATION

Enter the taxpayer's name, address, telephone number, fax number and e-mail address (if applicable). If the taxpayer is a business operating under another name, enter the DBA, trade or assumed name. Enter the Social Security number(s), federal employer identification number (FEIN) or other account number, whichever applies. If spouses are designating the same representative, enter the spouse's name, address (if different) and Social Security number.

PART 2: REPRESENTATIVE INFORMATION AND AUTHORIZATION DATES

You must send a separate Power of Attorney form for each different representative. Enter the authorized representative's name firm's name, address, telephone number, fax number, and e-mail address (if applicable). If your representative is not an individual, designate a contact person. Indicate the beginning and ending dates of authorization.

PART 3: TYPE OF AUTHORIZATION

Check the General Authorization box to allow your representative to act on your behalf to do all of the following:

1. Inspect and receive confidential information;
2. Represent you and make oral or written presentations of fact and argument;
3. Sign returns;
4. Enter into agreements; and
5. Receive all mail including forms, billings and payment notices.

This authorization applies to all income tax matters for all years and tax periods.

You may restrict your representative's authorization to act on your behalf by checking the **Limited Authorization** box, and checking the appropriate boxes. To limit the authorization to specific income tax matters, check the appropriate "Only as Specified Below" boxes, and indicate the type of income tax, type of income tax form, and tax years or periods for which you are granting authorization in the space provided.

1. Check this box if your representative is authorized to inspect or receive confidential information.
2. Check this box if your representative is authorized to represent you and make oral or written presentation of fact and argument.

3. Check this box if your representative is authorized to sign tax returns.
4. Check this box if your representative is authorized to enter into agreements (such as payment plans).
5. Check this box if your representative is authorized to receive mail.

PART 4: CHANGE IN POWER OF ATTORNEY REPRESENTATION OR REVOCATION

Unless otherwise specified, this Power of Attorney Authorization replaces and revokes any previous power of attorney authorizations on file with the Income Tax Department of the city noted above for the same tax matters identified on this form.

You must identify any previous authorizations that are to remain in effect, and attach a copy of the authorizations to this form when filed.

PART 5: TAXPAYER SIGNATURE

You, and if a joint return, your spouse must sign and date the form.

FILING

Mail this form to the Income Tax Department at the address indicated for the city listed at the top of this form.

2012 CF-1040 INDIVIDUAL COMMON FORM

CF-1040POA

CITY OF {CITY NAME} INCOME TAX DEPARTMENT

Power of Attorney Authorization

Issued under Authority of the Uniform City Income Tax Ordinance (MCL 141.601 et seq.) Filing is voluntary.

Complete this form if you wish to appoint someone to represent you to the Income Tax Department on income tax matters, or if you wish to revoke or change your current power of attorney authorization. Read the instructions on page 2 before completing this form.

Revised: 10/22/2012

PART 1: TAXPAYER INFORMATION

Taxpayer's (first name, initial, last name or business name)			Taxpayer SSN/FEIN		
If joint return spouse's first name, initial, last name			Spouse SSN		
Current address (number and street)		Apt./Ste. no.	If a business, enter DBA, trade or assumed name		
Address line 2			Telephone number	Fax number	
City, town or post office	State	Zip code	E-mail address		
Foreign country name, province/county, postal code					

PART 2: REPRESENTATIVE INFORMATION AND AUTHORIZATION DATES

Representative's name			Contact's name (if applicable)	Contact's name (if applicable)
Firm name			E-mail address	E-mail address
Address (number and street)		Apt./Ste. no.	Telephone number	Telephone number
Address line 2			Fax number	Fax number
City, town or post office	State	Zip code	Beginning authorization date (MM/DD/YY)	Ending authorization date (MM/DD/YY)*
Foreign country name, province/county, postal code				

PART 3: TYPE OF AUTHORIZATION

GENERAL AUTHORIZATION
 Authorizes my representative to: (1) inspect or receive confidential information; (2) represent me and make oral or written presentations of fact and argument; (3) sign returns; (4) enter into agreements; (5) receive mail including forms, billings and payment notices. This authorization applies to all tax matters for all tax years or periods.

LIMITED AUTHORIZATION
 Select the type of authorization by checking the appropriate boxes.

	All Tax Matters	Only as Specified Below
1. Inspect or receive confidential information _____	<input type="checkbox"/>	<input type="checkbox"/>
2. Represent me and make oral or written presentations of fact and argument _____	<input type="checkbox"/>	<input type="checkbox"/>
3. Sign returns _____	<input type="checkbox"/>	<input type="checkbox"/>
4. Enter into agreements _____	<input type="checkbox"/>	<input type="checkbox"/>
5. Receive mail (includes forms, billings and payment notices) _____	<input type="checkbox"/>	<input type="checkbox"/>

Type of Income Tax	Tax Form or Assessment Number	Tax Year(s) or Period(s)

PART 4: CHANGE IN POWER OF ATTORNEY REPRESENTATION OR REVOCATION

CHANGE IN POWER OF ATTORNEY REPRESENTATION: This form replaces all earlier powers of attorney, except those attached, on file for the same tax matters and years or periods covered by this Power of Attorney.

REVOKE PREVIOUS AUTHORIZATION: I revoke all Powers of Attorney submitted and will represent myself in all tax matters. Attach copies of all Powers of Attorney that remain in effect concurrent with this new authorization.

PART 5: TAXPAYER SIGNATURE(S)

If signed by a corporate officer, partner or fiduciary on behalf of the taxpayer, I certify that I have the authority to execute this Power of Attorney.

Signature	Name or title typed or printed	Date
Spouse's signature	Name or title typed or printed	Date

* If no Ending Authorization date is provided, the above-named representative will be authorized to represent you until you notify the Income Tax Department in writing that this Power of Attorney is revoked.

2012 INSTRUCTIONS FOR FORM CF-2210, UNDERPAYMENT OF ESTIMATED TAX

Revised 10/10/2012

PURPOSE OF FORM

Use Form CF-2210 to see if you owe interest and penalty for underpaying your estimated tax and, if you do, to figure the amount of interest and penalty. If you are not required to file Form CF-2210, you may use it to figure the interest and penalty if you wish to do so. Enter the interest, penalty and total interest and penalty on your return, but do not file Form CF-2210.

WHO MUST FILE FORM CF-2210

In most cases you do not need to file a Form CF-2210. The city will figure the interest and penalty you owe and send you a bill.

If you checked Part I, Box 1a, you need to complete Part II lines 2 through 12. You are not required to figure the interest and penalty.

If you checked Part I, Box 1b, you need to complete Part II, Part III and Schedule A1.

If you checked Part I, Box 1c, you need to complete Part II and Part III.

THE CITY WILL FIGURE THE INTEREST AND PENALTY FOR YOU

Because Form CF-2210 is complicated, you are encouraged to let the city figure the interest and penalty. If you owe interest and penalty, the city will send you a bill.

If you want the city to figure the interest and penalty for you, complete your return as usual. Leave the interest and penalty area, Form CF-1040, page 1, line 25, blank and do not file Form CF-2210.

WHO MUST PAY INTEREST AND PENALTY FOR UNDERPAYMENT OF ESTIMATED TAX

You may owe the interest and penalty if you did not pay at least the smaller of:

1. 70% of the tax shown on your 2011 return; or
2. 70% of the tax shown on your 2012 return.

The interest and penalty are figured separately for each installment due date. Therefore, you may owe interest and penalty for an earlier due date even if you paid enough tax later to make up the underpayment. This is true even if you are due a refund when you file your tax return. However, you may be able to reduce or eliminate the interest and penalty by using the annualized income installment method. See Schedule A1 instructions for details.

EXCEPTIONS TO THE PENALTY

You will not have to pay interest and penalty if either 1 or 2 applies.

1. You had no tax liability for 2011.
2. The sum of the income tax withheld plus any credit for tax paid to another city or tax paid by a partnership is 70% or more of your 2012 tax or your 2011 tax, whichever is less.

WAIVER OF PENALTY

If you have an underpayment, all or part of the penalty based on that underpayment will be waived if it is determined that:

1. The underpayment was due to a reasonable cause; or
2. The underpayment was due to a casualty, disaster or other unusual circumstance and it would be inequitable to impose the penalty.

The Uniform City Income Tax Ordinance has no provision for waiving interest due.

To request a waiver of penalty, do the following:

- Check the box on line 1a, Part I.
- Attach Form CF-2210 and a statement to your return explaining the reasons you were unable to meet the estimated tax requirements and the time period for which you are requesting a waiver.
- If a waiver is requested due to a casualty, disaster or other unusual circumstance under number 2 above, attach documentation such as copies of police or insurance company reports.

The city will review the information you provide and decide whether to grant your request for a waiver of penalty.

SPECIFIC INSTRUCTIONS**PART I – Reasons for Filing**

Mark (X) all boxes that apply on lines 1a through 1d to explain the reason for filing Form CF-2210.

PART II – Required Annual Payment

Complete Part II, lines 2 through 12 to figure your required annual payment. Follow the instructions on each line.

PART III – Computation of Interest and Penalty**Section A – Figure the Underpayment**

Complete Part III, section A, lines 13 through 23, to figure the underpayment for each quarter. Follow the instructions on each line.

It may be to your benefit to figure your required quarterly installments by using the annualized income installment method. See the instructions for Schedule A1.

Line 14

When figuring your payment dates and the amounts to enter on Line 14 of each column apply the following rules:

1. You are considered to have paid $\frac{1}{4}$ of the income tax withheld for the city on each payment date.
2. You are considered to have paid $\frac{1}{4}$ of the credit allowed for tax paid to another city on each payment date.
3. You are considered to have paid $\frac{1}{4}$ of the credit allowed for tax paid on your behalf by a partnership on each payment date.

2012 INSTRUCTIONS FOR FORM CF-2210, UNDERPAYMENT OF ESTIMATED TAX

Note: If you treat withholding or a tax credit as paid (for estimated tax purposes) when it was actually withheld or the tax was paid, check the box on line 1c of Part I and complete and attach Form CF-2210 to return.

Line 15

Include in your estimated payments any overpayment of tax from your 2011 tax return that you elected to credit forward to your 2012 tax liability.

If you filed your 2011 return by the due date (including extensions), treat the 2011 overpayment as a payment made on April 30, 2012.

If you filed your 2012 return by January 31, 2013 include on line 15, column (d), the amount of tax you paid with your return. In this case, you will not owe interest or penalty for the payment due by January 31, 2013.

Line 22

If line 22 is zero for all payment periods, you do not owe interest or penalty. But if you checked the box on lines 1b or 1c in Part I, you must file form 2210 with your return. If you checked the box on line 1d in Part I, you must complete Part II and file page 1 of Form CF-2210 with your return.

In certain circumstances, the city will wave all or part of your penalty if you have an underpayment on line 15. See Waiver of Penalty for more information.

Section B – Figure the Interest

Figure the interest by applying the appropriate interest rate against each underpayment shown on line 22. The interest is figured for the number of days that the underpayment remained unpaid.

The interest rates are established twice per year. If an underpayment remained unpaid for more than one rate period, the penalty on that underpayment will be figured using more than one rate period.

Use lines 24, 27 and 30 to figure the number of days the underpayment remained unpaid. Use lines 26, 29 and 32 to figure the actual interest amount by applying the daily interest rate listed for each period on lines 25, 28 and 31.

Your payments are applied to any underpayment balance on an earlier installment. It does not matter if you designate a payment for a later period. For example, you had an underpayment for the April 30 installment of \$200. The June 30 installment required a payment of \$500. On July 1, you made a payment of \$500 to cover the June 30 installment. However, \$200 of this payment is applied to the April 30, installment. The interest due for the April 30 installment is figured to July 1 (62 days). The amount applied to the June 30 installment is \$300.

List your 2012 tax payments made after 4/30/2012.

Before figuring the interest in Section B, it will be helpful to list the payments you made after April 30, 2012, as shown in the tables below.

Table 1 2012 Tax Payments Made After 4/30/2012 and Before 7/1/2012	
Date	Payments

Table 2 2012 Tax Payments Made After 6/30/2012 and Before 1/1/2013	
Date	Payments

Table 3 2012 Tax Payments Made After 12/31/2012 and Before 5/1/2013	
Date	Payments

In each table, list only the payments made during the dates shown in the table heading. Also, apply the following rules.

Any tax withheld for the city, any credit for tax paid to another city and any tax paid on your behalf by a partnership should be included. You are considered to have paid ¼ of these amounts on each payment date unless you can show otherwise. For example, if you had income tax withheld from your wages of \$1,000 during the year for the city, list \$250 as paid on 6/30/11, 9/30/11 and 1/31/12 in the applicable table. Do not list the withholding applicable to the first payment due date (4/30/11).

For Table 3, any balance due of income tax that you pay with your tax return is considered a payment for this purpose and should be listed. Use the date you file your return or 4/30/12, whichever is earlier, as the payment date.

Total days in rate period. If an underpayment remained unpaid for an entire rate period, use the chart below to determine the number of days to enter in each column. The chart is organized in the same format as Form CF-2210, Part III, Section B.

2012 INSTRUCTIONS FOR FORM CF-2210, UNDERPAYMENT OF ESTIMATED TAX

Chart of Total Days				
Rate Period	(a)	(b)	(c)	(d)
1 (Line 24)	61	–	–	–
2 (Line 27)	184	184	92	–
3 (Line 30)	89	89	89	89

For example, if you have an underpayment on line 22, column (a), but show no payments in Table 1, you would enter 61 on line 24, column (a).

The following line by line instructions apply only to column (a) of Section B. If there is an underpayment shown in column (b), (c) or (d) on Line 22, complete lines 24 through 33 for those columns in a similar manner.

Interest Rate Period 1**Line 24**

Enter on line 24, column (a), the number of days from 4/30/2012 to the date of the first payment listed in Table 1. If no payments are made enter "61."

Example 1. You had an underpayment of \$500 on line 22 and your first payment shown in the table was made on 5/15/2012 in the amount of \$300. See Example 2 for interest computation.

Line 26

Make the computation requested for line 26 and enter the result. Note that the computation calls for the "underpayment on line 22." The amount used as the "underpayment" depends on whether or not a payment is listed in Table 1. If a payment was made during the period, a separate computation for the number of days and the amount of underpayment before and after each payment must be made and added together to compute the total interest for the period.

If there is a payment listed in Table 1. On a separate sheet of paper, apply the payment to the underpayment shown on line 22. After the payment, the "underpayment" for the computation is the remaining balance after the payment is applied underpayment. If the payment is more than the underpayment, apply only an amount equal to the underpayment.

Example 2. Assume the same facts as in Example 1. Because you paid \$300 toward the underpayment enter \$0.52 on line 26, ($\$300 \times 15 \times 0.0001164$).

Example 3. Your underpayment on line 22 was \$500 and you paid \$800 on 5/15/2012. Because your payment was more than your underpayment, you would apply \$500 to the underpayment. Enter \$0.87 on line 26 ($\$500 \times 15 \times 0.0001164$).

If there are no payments listed in Table 1. The "underpayment" is the entire underpayment balance.

Determine If You Need To Make Additional Computations for Column (a)

Whether you need to make additional computations depends on which of the following conditions apply:

- No payments are listed in Table 1.** On line 24, enter "61." This is the total number of days in the period (see total days in rate period on page 3). Compute the interest for the period and enter the amount on line 26. You will need to figure the interest for the next interest rate period. See *Interest Rate Period 2* on page 4.
 - The first (or only) payment listed in Table 1 was enough to reduce the underpayment to zero.** Compute the interest due for the number of days from the due date to the payment. There are no further computations to make for column (a). Figure the interest for any other underpayments shown in line 23, columns (b) through (d).
 - The payment listed in Table 1 did not reduce the underpayment to zero, and no other payments are listed.** Make one or more computations for column (a) on lines 24 and 26. The second computation is to figure the interest on the underpayment balance; that is, the portion of the underpayment that remained unpaid for the entire period. In this case, you would enter another number in the entry space for lines 24 and 26. As follows:
 - On line 24, enter the number of days from the payment date to the end of the interest rate period.
 - On line 26, make the computation and enter the result. In this case, however, the "underpayment" in the computation is the remaining balance of the underpayment.
 - Add the results of the two computations together to get the total interest for the interest rate period.
- Example 4.** Assume the same facts as in Examples 1 and 2. After applying the \$300 payment, the underpayment balance is \$200. Line 26, therefore, will contain the second entry of \$1.42 ($\$200 \times 61 \times 0.0001164$). Go to line 27 to figure the interest on the underpayment for Interest Rate Period 2.
- Additional payments are listed in Table 1 and the first payment was not enough to reduce the underpayment to zero. On line 22 you may list the amounts and the payment dates that apply to the underpayment for that installment period. Then figure the interest for each amount listed on line 22. If an underpayment balance remains after applying all the payments, figure the interest on the balance of the underpayment.

Example 5. Your underpayment on line 22 column (a) is \$500 and you made two payments: \$300 on 5/15/2012 and \$200 on 6/22/2012. On line 22, enter \$500 or enter each payment and date separately, which will correspond with the two entries on lines 24 and 26 as explained below.

Line 24 will show two entries in column (a) as follows: "15" days (from 4/30 to 5/15) and "53" days (from 4/30 to 6/22).

2012 INSTRUCTIONS FOR FORM CF-2210, UNDERPAYMENT OF ESTIMATED TAX

Line 26 will show two entries in column (a) as follows: \$0.52 ($\$300 \times 15 \times 0.0001164$) and \$1.23 ($\$200 \times 53 \times 0.0001164$).

Example 6. Your underpayment on line 22, column (a), is \$800 and you made two payments: \$300 on 5/15/2012 and \$300 on 6/22/2012. Lines 24 and 26 will each show three entries in column (a), one for each payment and a third for the balance due of \$200 (\$800 minus \$600).

Line 24 will show "15" days (from 4/30 to 5/15), "53" days (from 4/30 to 6/22) and "61" days (from 4/30 to 6/30).

Line 26 will show \$0.52, \$1.85 and \$1.42, computed as follows: $\$800 \times 15 \times 0.0001164$ (first payment), $\$500 \times 53 \times 0.0001164$ (second payment) and $\$200 \times 61 \times 0.0001164$ (remaining underpayment balance).

Then figure the interest for Interest Rate Period 2 (lines 27 and 29) on the remaining \$200 balance.

Interest Rate Period 2

If an underpayment balance remains after applying the payments in Table 1, figure the interest attributable to that balance on lines 27 and 29. Generally, use the same steps as explained under the instructions for Rate Period 1. But use the dates and interest rate shown on lines 27 and 28 and use only the payments listed in Table 2.

Line 27

Enter on line 27, column (a), the number of days after 6/30/2012 to the date of the first payment listed in Table 2. If no payments are listed in Table 2, enter "184."

Line 29

Figure line 29 in the same manner as explained for line 26, except use the new interest rate listed in Line 28.

Interest Rate Period 3

If an underpayment balance remains after applying any payments in Tables 1 and 2, figure the interest attributable to that balance on lines 30 and 32. Generally, use the same steps as explained under the instructions for Rate Period 1. But use the dates and interest rate shown on lines 30 and 31 and use only the payments listed in Table 3.

Line 30

Enter on line 30, column (a), the number of days after 12/31/2012 to the date of the first payment listed in Table 3. If no payments are listed in Table 3, enter "89."

Line 32

Figure line 32 in the same manner as explained for line 26, except use the new interest rate listed on line 31.

Section C – Figure the Penalty

Chart of Total Months

Rate Period	(a)	(b)	(c)	(d)
1 (Line 34)	12	10	7	3

The first day of a month that there is an underpayment counts as the first month for penalty purposes. An

additional month is added to the total of the months on the first day of the next month and each month thereafter that the underpayment remains unpaid.

Line 34

Enter on line 34, column (a), the number of months from 4/30/2012 to the date of the first payment listed in Tables 1, 2 or 3. If no payments are made enter "12."

Example 7. Use the same facts as in Example 6. Lines 34 will show three entries in column (a), and the total number of months for each penalty computation is 1 (May), 2 (May and June) and 2 (May and June) respectively.

Line 36

Figure line 36 in the same manner as the interest was calculated, except use the new penalty rate of 1% per month listed on line 35. You will have a penalty computation for each payment listed in Tables 1, 2 and 3 and for the remaining balance of the underpayment at 4/30/2013.

Example 8. Use the same facts as in Example 6. Line 36 will each show three entries in column (a), \$3.00 ($\$300 \times 1 \text{ month} \times .01$), \$6.00 ($\$300 \times 2 \text{ months} \times .01$) and \$4.00 ($\$200 \times 2 \text{ months} \times 1$) respectively.

SCHEDULE A1 – ANNUALIZED INCOME INSTALLMENT METHOD

If your income varied during the year because, for example, you operated your own business on a seasonal basis, you may be able to lower or eliminate the amount of one or more required installments by using the annualized income installment method. Use Schedule A1 to figure the required installments to enter on Form CF-2210, Line 13.

If you use Schedule A1 for any payment due date, you must use it for all payment due dates. When figuring the amount of each required installment, Schedule A1 automatically selects the smaller of the annualized income installment or the regular installment. For installment periods two, three or four, the regular installment is increased by the amount saved from using the annualized income installment method in figuring any earlier installments.

To use the annualized income installment method, you must do all three of the following:

1. Enter the amount from Schedule A1, line 17, in each column of Form CF-2210, line 13.
2. Check box 1b in Part I.
3. Attach both Form CF-2210 and Schedule A1 to your return.

Annualized Income Installments

Line 1

Figure your total income for the period minus any allowable deductions for the period.

All other lines

Follow the instructions on each separate line.

2012 CF-1040 INDIVIDUAL COMMON FORM

FORM CF-2210 UNDERPAYMENT OF ESTIMATED TAX BY INDIVIDUALS

Revised: 10/22/2012

NOTE: Form CF-2210 is used to compute the interest and penalty for unpaid or underpaid estimated income tax payments. To pay the interest and penalty computed on this form, enter the total from line 38 on Form CF-1040, line 25, and remit the interest and penalty with your payment of tax due. Do not attach Form CF-2210 unless one or more of the boxes in Part I apply. Interest and penalty will be assessed where required estimated payments are underpaid or not made.

Part I Reasons for Filing If 1a, 1b, 1c or 1d below applies, you may be able to lower or eliminate the interest and penalty. You must check the boxes that apply and file Form CF-2210 with your tax return

Check all boxes that apply (If none apply, see the note above):

- 1a You request a waiver of penalty. In certain circumstances, the Income Tax Department will waive all or part of the penalty. See Waiver of Penalty in the instructions for Form CF-2210. Interest due cannot be waived.
- 1b You use the annualized income installment method. If your income varied during the year, this method may reduce the amount of one or more of your required estimated tax installments. See instructions under Annualized Income Installment Method.
- 1c You had income tax withheld from wages and, for estimated tax purposes, you treat the tax withheld as paid on the dates it was actually withheld, instead of in equal amounts each quarter.
- 1d Your required annual payment (line 12 below) is based upon your 2011 tax and you filed or are filing a joint return for either 2011 or 2012 but not for both years.

Part II Required Annual Payment

2	Enter the tax due from Form CF-1040, line 23b, for 2012		2
3	{City Name} income tax withheld from 2012 wages	3	
4	Residents enter 2012 tax credit for tax paid to another city	4	
5	Enter 2012 tax paid on your behalf by a partnership	5	
6	Enter total of lines 3, 4 & 5		6
7	Subtract line 6 from line 2. If \$100 or less, stop here, do not complete or file this form: You do not owe interest and penalty for failing to make estimated tax payments		7
8	Enter 70% of line 2		8
9	Enter the tax due from your 2011 {City name} return form		9
10	Subtract line 6 from line 9. If \$100 or less, stop here, do not complete or file this form.		10
11	Enter 70% of line 9		11
12	Required 2012 estimated tax payment. Enter the smaller of line 8 or line 11		12

Part III Computation of Interest and Penalty

Section A - Figure the Underpayment		Payment Due Dates			
		(a) 04/30/2012	(b) 06/30/2012	(c) 09/30/2012	(d) 01/31/2013
13	Required installments: If Part I, box 1b, applies, enter amounts from Schedule A1, line 17; otherwise, enter 1/4 of line 12, in each column				
14	Tax payments and credits. Enter 1/4 of the amount on line 6 for each period				
15	Estimated tax paid each period				
16	2011 credit forward to 2012				
17	Amount from line 23 of previous column				
18	Add lines 14, 15, 16 and 17				
19	Enter the total of line 21 and line 22 of the previous column				
20	Subtract line 19 from line 18. If zero or less enter -0- For column (a) only enter the amount from line 18				
21	If amount on line 20 is zero, subtract line 18 from line 19				
22	Underpayment: If line 13 is equal to or more than line 20, subtract line 20 from line 13; then go to line 17 of the next column; otherwise, go to line 23				
23	Overpayment: If line 18 is more than line 13, subtract line 13 from line 18; then go to line 17 of next column				

2012 CF-1040 INDIVIDUAL COMMON FORM

Section B - Figure the Interest		(a)	(b)	(c)	(d)
May 1 - June 30, 2012		4/30/2012			
INTEREST RATE PERIOD 1	24 Number of days from the date shown above line 24 to the date the amount on line 22 was paid or to June 30, 2012, whichever is earlier				
	25 Interest rate per day for period	0.0001161			
	26 Interest due for period, line 22 times line 24 times line 25				
July 1 - December 31, 2012		6/30/2012	6/30/2012	9/30/2012	
INTEREST RATE PERIOD 2	27 Number of days from the date shown above line 27 to the date the amount on line 22 was paid or to December 31, 2012, whichever is earlier				
	28 Interest rate per day for period	0.0001161	0.0001161	0.0001161	
	29 Interest due for period, line 22 times line 27 times line 28				
January 1 - April 30, 2013		12/31/2012	12/31/2012	12/31/2012	1/31/2013
INTEREST RATE PERIOD 3	30 Number of days from the date shown above line 30 to the date the amount on line 22 was paid or April 30, 2013, whichever is earlier				
	31 Interest rate per day for period	0.0001164	0.0001164	0.0001164	0.0001164
	32 Interest due for period, line 22 times line 30 times line 31				
33 Interest for underpaid estimated tax (Add all amounts on lines 26, 29 and 32 in all columns)					33

Section C - Figure the Penalty		(a)	(b)	(c)	(d)
		04/30/2012	06/30/2012	09/30/2012	01/31/2013
PENALTY PERIOD	34 Number of months from month after the month shown above line 34 to the month the tax was paid or April 30, 2013, whichever is earlier				
	35 Penalty rate per month	0.01	0.01	0.01	0.01
	36 Penalty due for period, line 22 times line 34 times line 35				
37 Penalty for underpaid estimated tax (Add all amounts on line 36 in all columns)					37

Section D - Total Interest and Penalty	
38	Total interest and penalty for underpaid estimated tax. Add line 33 and line 37 (Enter the total here and enter the interest, penalty and total interest and penalty on Form CF-1040, line 25a, b and c, respectively)
	38

2012 CF-1040 INDIVIDUAL COMMON FORM

Schedule A1 Annualized Income Installment Method		(a)	(b)	(c)	(d)
		01/01/2012 03/31/2012	01/01/2012 06/30/2012	01/01/2012 09/30/2012	01/01/2012 12/31/2012
1	Enter income for each period	1			
2	Annualization amounts	2	4.00	2.00	1.33
3	Annualized income (Line 1 times line 2)	3			
4	Enter amount from Form CF-1040, line 26	4			
5	Subtract line 4 from line 3	5			
6	Tax due (Line 5 times the tax rate)	6			
7	70% of tax due	7			
8	70% of prior year tax	8			
9	Enter lesser of line 7 or line 8 (If zero or less enter -0-)	9			
10	Applicable percentage	10	25%	50%	75%
11	Multiply line 9 by line 10	11			
	CAUTION: Complete lines 12 through 17 of column (a) before going to the next column				
12	Add all the amounts in all previous columns of line 17	12			
13	Subtract line 12 from line 11 (If zero or less enter -0-)	13			
14	Enter 1/4 of amount on line 12, page 1, of Form CF-2210 in each column	14			
15	Subtract line 17 of the previous column from line 16 of that column	15			
16	Add lines 14 and 15	16			
17	Enter the smaller of line 13 or line 16 here and on Form CF-2210, line 13	17			