



# Answers to Frequently Asked Questions About Electronic Filing of Forms NYC-202S and NYC-4S-EZ

## 1. I am a corporation subject to the NYC General Corporation Tax (GCT). Can I file the new NYC 4S-EZ?

In general, you can file the NYC-4S-EZ if your gross income is less than \$250,000 and you do business in NYC only. For this purpose, gross income is the equivalent of line 11 of the Federal Form 1120, and includes any deduction for cost of goods sold. There are more detailed requirements in the instructions to the form. Taxpayers who meet the criteria above, but are not eligible to file the NYC 4S-EZ for other reasons, must use the NYC-3L, but need not calculate the alternative tax computation.

## 2. I am a self-employed individual subject to the Unincorporated Business Tax (UBT). Can I file the new NYC-202S?

In general, you can file the NYC-202S if you do business in NYC only. There are more detailed filing requirements in the instructions to the tax form.

## 3. Can I file the NYC-4S-EZ or the NYC-202S electronically?

Yes. Finance strongly encourages the use of electronic filing of these new tax forms because it is paperless, efficient and error-free. To file electronically, log on to [www.nyc.gov/nycefile](http://www.nyc.gov/nycefile) to register for electronic filing and payment. There is a short registration form, in which you indicate the name and tax identification number of your business, and you designate the bank account from which you will pay your GCT or UBT. You will create a UserID (a unique identification number) and a password (known only to you) for confidential and secure access to your account on the NYCeFile site.

## 4. Can anyone register to file and pay these forms electronically?

Yes. Anyone can register on NYCeFile. However, if this is your first GCT or UBT filing with the Department of Finance, you will be able to register, but prevented from filing the NYC-4S-EZ or NYC-202S. You will need to either make an estimated tax payment, or file an extension or tax return through the traditional paper method. Once you have a filing on the Finance database, you will then be able to file and pay electronically.

## 5. Must the NYC-4S-EZ or NYC-202S be filed electronically?

No. These forms can be filed by the traditional paper return method if you cannot, or elect not to file electronically.

**6. Do I have to attach a copy of my Federal tax return to the NYC-4S-EZ or the NYC-202S as I've done in the past with other GCT and UBT tax returns?**

No. A copy of your Federal tax return is no longer required with the NYC-4S-EZ or the NYC-202S.

**7. In the instructions, it indicates I cannot use the NYC-4S-EZ or NYC-202S if the return is being filed after the due date (with regard to extensions), or if I will owe a penalty for underpayment of estimated tax. Is that true?**

You may file these tax forms even if you are filing late or will be subject to the penalty. The intent of the legislation that authorized these new forms was to simplify the filing of GCT and UBT returns for small businesses. You will notice that there is no line available to self-calculate late filing, late payment or underpayment of estimated tax penalties. Notwithstanding the instructions to the contrary, you may file the NYC-4S-EZ or NYC-202S late, either electronically (preferred) or on paper. Finance will not reject such forms. You will be separately billed for any applicable penalty or interest charges.