



How to File for the New York State Conservation Easement Tax Credit as a Nonresident: Guidelines for Individuals

Note: All forms referred to and the instructions for them can be downloaded from the website of the NY Department of Taxation and Finance: http://www.nystax.gov/forms/form_number_order_au_ct.htm.

1. As a nonresident, you will be filing Form IT-203, New York's Nonresident and Part-Year Resident Income Tax Return. Instructions for this form are contained in IT-203-I, also available on the Taxation and Finance website. Start by filling out sections A-F and lines 1-35 of this form. If you have no New York sources of income, indicate this on the form by marking zero in the appropriate column. Your total on line 36 should be zero.
2. Next, fill out Form IT-242, the claim form for the Conservation Easement Tax Credit. Although the form is pretty self-explanatory, it's a good idea to read the instructions, IT-241-I, also available at the Taxation and Finance website.
3. The next form you'll need is IT-203-ATT. On line 12a, enter 302 in the "code" box and the amount of the tax credit you computed on Form IT-241. Enter this amount (along with any other refundable tax credits you're claiming) on line 17. (Instructions for Form IT-203-ATT can be found on pp. 52-53 of the instructions for form IT-203)
4. Returning to Form IT-203, enter on line 61 the total from IT-203-ATT line 17. Enter the totals of IT-203 lines 60-65 on line 66 and follow the instructions for lines 67-69. Fill out the remainder of the form, as applicable to your situation.
5. Attach Forms IT-203 ATT and IT-242 to Form IT-203. Sign as required and submit to the Department of Taxation and Finance.
6. If you need additional help, you can contact the Taxpayer Contact Center Monday-Friday between 8 AM and 5 PM at (518) 485-7884 or (877) 341-9378.

Additional information about the New York State Conservation Easement Tax Credit, including answers to frequently asked questions, can be found at:

<http://www.landtrustalliance.org/community/northeast/ny-tax-credit> or by contacting the Land Trust Alliance Northeast Office at (518) 587-0774, northeast@lta.org.

IMPORTANT NOTE: *The information about the New York State Conservation Easement Tax Credit contained in this document is furnished as a tool to assist land trusts and landowners. It is provided with the understanding that the Land Trust Alliance is not engaged in rendering legal, accounting, tax, or other counsel. If legal advice or other expert assistance is required, the services of a competent professional should be sought. This document is not a substitute for legal, accounting, or tax advice and should not be relied on as such.*