



- ❖ TAX PREPARATION
- ❖ AUDIT REPRESENTATION
- ❖ TAX & RETIREMENT PLANNING
- ❖ NEW BUSINESS CONSULTING
- ❖ INTERNATIONAL MATTERS

200 BROADHOLLOW ROAD, #207  
MELVILLE, NY 11747

65 BROADWAY, 7<sup>TH</sup> FLOOR  
NEW YORK, NY 10006

PHONE 347.598.0111 FAX 347.438.3113  
WWW.CHOICE-TAX.COM

## **INSTRUCTIONS –Filing for Tax Year 2016**

### **Annual New York State LLC & Partnership filing fee**

- **Please return this paperwork to Choice Tax Solutions no later than **February 15<sup>th</sup>**. NYS does **NOT** provide an extension of time to file this.**
- **Please complete all fields. Incomplete paperwork will delay your filing.**
- **If you have numerous LLCs/LLPs/Partnerships, a separate worksheet is required for each company.**
- **We will electronically file this required reporting, and track acceptance with the NYS Department of Finance.**
- **You are responsible for making sure the ACH debit occurs and that there are no problems with your bank.**

#### **AGREED AND ACCEPTED:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Title

NOTE: As per our office policy and noted in all Engagement Disclosure letters, retainers and certain fees are non-refundable and deemed earned upon receipt. If, after a payment via credit card, you later dispute the charges, unless prohibited by law, you agree not to cancel, revoke, charge back, or dispute any previously entered charge on your credit card. If you do so, and it is later determined that the charge was properly authorized, you agree to pay all out of pocket fees and costs incurred by Choice Tax Solutions Inc. as a result of the improper cancellation, revocation, charge back or dispute.



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## NYS LLC & Partnerships (IT-204-LL) - Tax Year 2016

**Check One:**    Single Member LLC    Multi-Member LLC/PLLC    Partnership

### Filing Requirements for LLC, LLP and Partnerships:

- Every Single and Multi-member LLC or LLP that has income, gain or loss from NYS sources.
- Every Partnership for which NYS source gross income is \$1 million or greater.
- NYS charges a filing fee from \$25 (for single member LLC) to \$4,500 based on NY source gross income, and must be paid by direct withdrawal from your bank account when efile Form IT-204-LL.

### Company Information:

Company Name:	
Federal EIN Number:	
Trade Name ( <i>if different</i> ):	
Street Address: <input type="checkbox"/> <i>new address</i>	
City/State/Zip Code:	
Date Business started:	
Principal Business Activity:	

### Contact Person at your company handling Tax Matters:

Name and Title:	
Phone:	
E-mail:	
Social Security Number:	

### Company Banking Information for NYS debit:

Name of Bank:	
Type of Account:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Routing Number:	
Account Number:	

**Payment Info:**   I will pay by:    Credit card    PayPal ([at www.choice-tax.com](http://www.choice-tax.com))

Credit card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Print Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

Address associated with card: \_\_\_\_\_

City / State / Zip Code: \_\_\_\_\_

**Our fee is \$50 for single member LLC, \$75 for multi-member LLCs and Partnerships, payable with your request to us.**