

City of Springfield  
Income Tax Department  
601 Avenue A  
Springfield, MI 49037-7774



SPRINGFIELD INCOME TAX  
PARTNERSHIP RETURN  
FORM SF-1065

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## **ELECTRONIC FILING**

Taxpayers may elect to receive their refund via direct deposit or pay tax due via direct withdrawal. Springfield accepts paper filed returns.

## **PARTNERSHIPS REQUIRED TO FILE A RETURN**

Every partnership that conducted business activity in the City of Springfield whether or not an office or place of business was maintained in the city is required to file an annual return. Syndicates, joint ventures, pools and like organizations will also use Form SF-1065.

## **MAILING OF RETURN FORMS**

Partnership return forms are normally mailed to every partnership that filed a return for the previous year. If you do not need printed return forms because you use software-generated forms, please indicate by placing a mark in the box on page 1 of the Partnership Return Form.

## **FILING DATE**

Calendar year taxpayers must file by April 30<sup>th</sup>. Fiscal year taxpayers must file within four (4) months after the end of their fiscal year.

## **OPTION TO PAY TAX AND APPLICABLE TAX RATES**

The partnership may elect to file an information return or to compute and pay the tax due with respect to each partner's share of the net profits of the business. The partnership may pay the tax for partners only if it pays for ALL partners subject to tax. Effective 1/1/89, the income tax rate is 1.0% for corporations, 1.0% for residents and 0.50% for nonresidents.

## **REMITTANCE**

Partnerships electing to pay the tax for all partners must remit the tax when filing the return. Make check or money order payable to: City of Springfield

### **MAILING ADDRESS**

City of Springfield  
601 Avenue A  
Springfield, MI 49037-7774

## **PARTNERSHIP AS TAXPAYER**

If the partnership elects to pay the tax for the partners, the individual partners are not required to file a return if such partners have no other income subject to tax. However, an individual return is required from any partner having taxable income other than his distributive share of the net profits of the partnership. (In such instances, a partner who is required to file an individual return should refer to the instructions for such return.)

Partnerships electing to pay the tax on behalf of the partners assume the status of a taxpayer to the following extent: (1) timely payment must be made; and (2) a Declaration of Estimated Income Tax, Form SP-1040ES, is required if the total estimated tax for the partnership is expected to exceed \$100. The calendar or fiscal year of the partnership will govern in establishing the dates for filing the declaration and paying the estimated tax.

Partnerships electing to become the taxpayer should start preparation of the return on page 2 with Schedules A and B. If the partnership is subject to allocation of business income, Schedule D should be completed next. Schedule C is then completed to determine each partner's share of business and non-business income. Partnerships with rental real estate must Complete Schedule E. Page 1 is to be totally completed.

## **PARTNERSHIP FILING AN INFORMATION RETURN**

Partnerships filing information returns are required to complete: Page 2: Schedules A, B, C and if appropriate Schedules D and E; and page 1: Identification and Information section and column 1.

The Partnership Return, Form SF-1065, is designed to distinguish between that income taxed to residents, nonresidents and corporations. The purpose of the return is to set forth the entire net profit for the period covered and to show the distributive share of each partner, indicating those who are residents of Springfield, nonresidents or corporations. (If residency changes during the taxable period for any partner, use two lines to indicate allocation of income by residency status in all schedules where applicable.)

Ordinary business income of the partnership is reported in Schedule A. This ordinary business income is transferred to Schedule C, column 1, by showing the amount of ordinary income distributable to each partner.

Non-business income that may be taxable is reported in Schedule B, by type of income. The taxable portion for resident, nonresident and corporate partners is determined in this schedule in columns 2 through 5. The taxable non-business income is then transferred to Schedule C by showing the amounts applicable to the individual partners.

Column 1, on page 1, is the final summary transferred from Schedule C, column 7.

**RESIDENT PARTNERS** are taxed on their entire distributive share of the net profits of the partnership, including that arising from business activities outside of Springfield, interest, dividends, rents, royalties, other income, and gains from the sale or exchange of property, either tangible or intangible, regardless of where such property was located.

**NONRESIDENT PARTNERS** are taxed on their distributive share of the partnership's ordinary business income which is attributable to business activity in Springfield, plus net rentals of tangible property in the City and gains from the sale or exchange of tangible property in the City.

Nonresidents are not taxed on their share of net rentals on property located outside the City, gains from the sale or exchange of tangible property located outside the City, gains from the sale or exchange of securities or other intangible property, or on interest and dividends.

When the receipt of interest and other intangible income is directly related to the nature of the business, such interest, etc., shall be considered business income taxable to nonresidents, and is to be included in the ordinary business income reported in Schedule A, line 1.

**CORPORATION PARTNERS** are taxed on their distributive share of the partnership's ordinary business income attributable to business activity in Springfield, plus net rentals of tangible property in the City and gains from the sale or exchange of tangible property in the City. Corporations are not taxed on: their share of net rentals of property located outside the City; or gains from the sale or exchange of tangible property located outside the City.

If not a calendar year then RETURN PERIOD FROM: \_\_\_\_\_ TO: \_\_\_\_\_ YEAR \_\_\_\_\_  
 MO / DAY / YEAR MO / DAY / YEAR

Identification and Information					
<b>PLEASE TYPE OR PRINT</b>	Name of Partnership _____			Federal I.D. number _____	
	Number and Street _____			Type of return - mark one Information only                      Payment on behalf of ptrns	
	City or Town _____	State _____	Zip Code _____	Date business started _____	
			Number of employees on Dec 31, _____		Number of partners _____

Initial Springfield return                      Final Springfield return                      Do not send form for next year using computer software  
**ATTACH A COPY OF PG 1 FEDERAL 1065 AND SCH K**

NAME AND HOME ADDRESS OF EACH PARTNER	SOCIAL SECURITY NUMBER or FEIN	Col. A Resident Full Year	Col. B Non-Resident Full Year	Col. C Part-Year Resident	Col. D C = Corp O = Other P = Ptrns
(a) _____				From: _____ To: _____	
(b) _____				From: _____ To: _____	
(c) _____				From: _____ To: _____	
(d) _____				From: _____ To: _____	

Note 1. The partnership may pay tax for partners only if it pays for ALL partners subject to the tax. If the partnership elects to use this return as an information return, complete pg 2 and fill in col. 1 below; it will not be necessary to fill in col. 2 thru 6 since a computation of tax need not be made.

Note 2. A partner who has other income in addition to the partnership income must file an individual return and show on such return the amounts entered below in col. 1, 2 and 6. A partner who is claiming an exemption as a member of another partnership is NOT to claim the exemption in this partnership return in col. 3. **This is not available to Corporations or Partnerships.**

ALL PARTNERSHIPS		TAX PAYMENT BY PARTNERSHIP (If information return only, disregard this section)					
	Col. 1 TOTAL INCOME (From page 2, Sch C col. 7) (See note 1 above)	Col. 2 ALLOWABLE INDIVIDUAL DEDUCTIONS (See instructions)	Col. 3 EXEMPTIONS (See note 2, above, and instructions)	Col. 4 TAXABLE INCOME (Col. 1 less col. 2 and 3)	Col. 5 (a) RESIDENT TOTAL TAX (Multiply col. 4 by .01)	Col. 5 (b) NONRESIDENT TOTAL TAX (Multiply col. 4 by .005)	Col. 6 CREDITS (See instructions)
1. (a)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2. (b)							
3. (c)							
4. (d)							
5. (e)							
6. TOTALS	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
7. Total tax (Add line 6 of col. 5a and col. 5b)					\$ _____		

PAYMENTS AND CREDITS	
8 a. Tax paid with extension	\$ _____
b. Payments and credits on Declaration of Estimated Springfield Income tax for the filing year	_____
c. Other credits - explain in attached statement	_____
9. Total - add lines 8a, b, and c. This total must agree with the total of Col. 6 above	\$ _____

TAX DUE OR REFUND Direct Deposit and Electronic funds withdrawal information on pg 4	
<b>BALANCE DUE</b>	10. If the tax due (line 7) is larger than the payments (line 9), enter balance due. Enclose check or money order payable to the City of Springfield or pay with an electronic funds withdrawal. (see pg 4) <span style="float: right;">\$ _____</span>
<b>REFUND</b>	11. If payments (line 9) are larger than tax (line 7), enter overpayment for refund. <span style="float: right;">\$ _____</span>
<b>CREDIT FORWARD</b>	12. Overpayment to be credited forward and applied to _____ estimated tax. <span style="float: right;">\$ _____</span>

**SCHEDULE A - ALLOCABLE PARTNERSHIP ORDINARY BUSINESS INCOME**

1 . Ordinary income (or loss) from pg. 1, line 22, U.S. Partnership Return of Income, Form 1065 (ATTACH COPY OF PG. 1 FED 1065 & SCH K)	\$
2 . Add City of Springfield income tax, if deducted in determining income on federal Form 1065	
3 . Add interest and other costs incurred in connection with the production of income exempt from Springfield income tax	
4 . Deduct Sec. 179 depreciation (fed Sch. K, line 12) and other deductions allowed (attach explanation)	
5 . Total adjusted ordinary business income (add lines 1, 2, and 3 and subtract line 4)	\$

**SCHEDULE B - NON-BUSINESS INCOME AND EXCLUSIONS**

ATTACH COPY OF FEDERAL SCHEDULE K (1065) ATTACH SCHEDULES TO EXPLAIN ALL EXCLUSIONS	Federal Form 1065 Reference	Col. 1 Non-Business Income	Col. 2 Excludable Resident Partners Portion of Col. 1	Col. 3 Taxable Resident Partners Portion of Col. 1	Col. 4 Excludable Nonresident Partners Portion of Col. 1	Col. 5 Taxable Nonresident Partners Portion of Col. 1
<b>INTEREST AND DIVIDENDS</b>						
1 . Interest income	Sch. K, line 5					
2 . Dividend income	Sch. K, line 6a					
<b>SALE OR EXCHANGE OF PROPERTY (SEE INSTRUCTIONS)</b>						
3 . Net short-term capital gain (loss)	Sch. K, line 8					
4 . Net long-term capital gain (loss)	Sch. K, line 9a					
5 . Net Section 1231 gain (loss)	Sch. K, line 10					
<b>RENTS AND ROYALTIES (IF NON-BUSINESS INCOME INCLUDES RENTAL REAL ESTATE, ATTACH COPY OF FEDERAL FORM 8825)</b>						
6 . Net income (loss) from rental real estate activities	Sch. K, line 2					
7 . Net income (loss) from other rental activities	Sch. K, line 3c					
8 . Royalty income	Sch. K, line 7					
<b>OTHER INCOME</b>						
9 . Other Income	Sch. K, line 11					
10 . Totals (add lines 1 thru 9)						

**SCHEDULE C - DISTRIBUTION TO PARTNERS**

Col. 1 Adjusted Business Income (Sch. A, line 5)	Col. 2 Guaranteed Payments to Partners (Fed. 1065, line 10)	Col. 3 Income subject to allocation (Add col. 1 and col. 2)	Col. 4 Allocation Percentage Per Sch. D (Resident partners enter 100%)	Col. 5 Allocated Business income (Col. 3 times % in col. 4)	Col. 6a Resident Partner's non-Business income (Total equals Sch. B col. 3, line 10)	Col. 6b Nonresident Partner's Non-Business income (Total equals Sch. B col. 5, line 10)	Col. 7 Total income (Add col. 5, 6a and 6b) (Enter here and on pg. 1, col. 1)
a.			%				
b.			%				
c.			%				
d.			%				
e.			%				
Totals							

**SCHEDULE D - BUSINESS ALLOCATION PERCENTAGE**

	Col. 1 Located everywhere	Col. 2 Located in Springfield	Col. 3 Percentage (Col. 2 divided by col. 1)
1 a. Average net book value of real and tangible personal property			
b. Gross annual rent paid for real property only, multiplied by 8			
c. TOTALS (Add lines 1a and 1b)			%
2 . Total wages, salaries, commissions and other compensation of all employees			%
3 . Gross receipts from sales made or services rendered			%
4 . Total percentages (Add the percentages computed in col. 3, lines 1c, 2 and 3)			%
5 . Business allocation percentage (Divide line 4 by the number of factors) Enter here and on Sch. C, col. 4 (See note below)			%

Note 3. In determining the business allocation percentage (line 5), a factor shall be excluded from the computation only when such factor does not exist anywhere insofar as the taxpayer's business operation is concerned. In such cases, the sum of the remaining percentages shall be divided by the number of factors actually used.

In the case of a taxpayer authorized by the Finance Director to use one of the special formulas, attach an explanation and use the lines provided below:

a. Numerator		c. Percentage (a divided by b) Enter here and on Sch. C, col. 4	
b. Denominator		d. Date of Finance Director's approval letter	

**SCHEDULE E - RENTAL REAL ESTATE**

If the business activity of the partnership includes rental of real estate, indicate below the complete address and the gain or loss of each property.

PROPERTY	STREET ADDRESS	GAIN OR LOSS	PROPERTY	STREET ADDRESS	GAIN OR LOSS
A			D		
B			E		
C			<b>TOTALS (ATTACH COPY OF FEDERAL FORM 8825)</b>		

**TO PAY BY CREDIT CARD FILL IN BELOW**



Total \$ \_\_\_\_\_

Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_  
Month Year

Signature: \_\_\_\_\_

**ELECTRONIC REFUND OR PAYMENT INFORMATION**

Mark one:            Refund-direct deposit            Pay tax due-electronic funds withdrawal  
Effective date:  
(if blank default is date return processed)

Routing number: \_\_\_\_\_

Account number: \_\_\_\_\_            Type of Account:            Checking            Savings

**THIRD PARTY DESIGNEE**

Do you want to allow another person to discuss this return with the Income Tax Department?            Yes\*            No  
\*If yes complete the following:

Designee's Name            Phone No.            Personal Identification Number (PIN)

**PLEASE SIGN YOUR RETURN BELOW AND ATTACH COMPLETE COPY OF FEDERAL FORM 1065**

I declare that I have examined this return (including 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, his/her declaration is based on all information of which he/she has any knowledge.

SIGN HERE \_\_\_\_\_  
(Signature of partner or member)            Phone number            Date

SIGN HERE \_\_\_\_\_  
(Signature of preparer other than partner or member)            Address            Date

## PAGE 1 INSTRUCTIONS

**Column 1.** The amounts to be inserted in column 1, page 1, are transferred from Schedule C on page 2 of the return. If this return is an information return, the remaining columns, 2 through 6, on page 1 need not be completed. However, if the partnership elects to pay the tax, columns 2 through 6 must be completed.

**Column 2.** Allowable individual partner deductions which relate to the partnership are deducted in column 2. These deductions include net operating loss carryover. This column is also used to adjust for a net capital loss realized by any of the partners, in excess of the partner's maximum allowable (\$3,000) capital loss deduction. Therefore, a net capital loss realized by any of the partners, in excess of the partner's allowable capital loss deduction must be added back in column 2, page 1. The allowable capital loss deduction for each partner is the lesser of (1) the net capital loss, (2) the amount in column 1, page 1, computed without regard to capital gains and losses, or (3) \$3,000. Capital gains and losses, and net operating loss carryovers are to be handled in the same manner as provided in the federal Internal Revenue Code. Nonresident partners must allocate net operating losses to Springfield in the percentage of business conducted in Springfield in the year in which the loss was sustained. ATTACH A SCHEDULE DETAILING COMPUTATION OF AMOUNTS REPORTED IN COLUMN 2.

**Column 3.** Exemption for 1989 through 1998 is \$600.00. For years 1999 and after \$1500 exemption is allowed for each partner who is an individual, the partner's spouse and dependents. Additional exemptions are allowed if the taxpayer or spouse is 65 years of age or older by December 31<sup>st</sup> of the filing or disabled. If you claim this exemption, you may not claim an additional exemption for totally and permanently disabled. However if you are blind, deaf, hemiplegic, or quadriplegic you may claim an additional exemption. In general, the same rules apply in determining dependents as under the federal Internal Revenue Code. A spouse may be taken as an exemption on the partnership return only if such spouse has no income subject to Springfield Income Tax. Exemptions for a partner whose residence status has changed from a resident to a nonresident or from a nonresident to a resident of Springfield during the taxable year are first applied against income while a resident, with the balance, if any, applied to Springfield income while a nonresident. A partner's personal and dependency exemptions may not be claimed on more than one partnership return. Exemptions are not allowed to other persons who are partners (i.e., corporations who are partners, partnerships who are partners, etc.).

**Column 6.** In column 6 enter payments made by the partnership: tax paid with a tentative return; payments on Declaration of Estimated Income Tax; or any credits for income taxes paid to any other municipality by the partnership on behalf of Springfield resident partners, if the income on which such tax was levied is included in this return. DO NOT take credit for income taxes paid to any other municipality on behalf of nonresident partners. The credit for tax paid to another city shall be the lesser of: (1) The income tax paid the other municipality for Springfield resident partners, or (2) 0.005% of an amount obtained by deducting the amount for exemptions claimed for Springfield resident partners on page 1, column 3, of this return from the gross amount of income of Springfield resident partners subject to tax by such other city. All credits in column 6 are to be distributed on lines 8a, b and c, and totaled on line 9. The total on line 9 must agree with the total of column 6.

## COMPUTATION AND PAYMENT OF TAX

**Line 10.** If tax due (line 7) is greater than the total tax payments (line 9) subtract line 9 from line 7 and enter tax due. Tax due must be paid when filing the return. To pay with a check or money order make the check or money order payable to the City of Springfield and mail the payment with the return to: City of Springfield Income Tax Department, 601 Avenue A, Springfield, Michigan 49037-7774.

To make payment via direct withdrawal from your bank account fill in information on page 3 for electronic refund or payment information, and entering the electronic funds withdrawal effective date and complete (a) the bank routing number, (b) the bank account number and (c) the account type. Mail your return to the address listed in the preceding paragraph.

## OVERPAYMENT OF TAX

**Line 11.** If the total tax payments (line 9) is greater than tax due (line 7) subtract line 7 from line 9 and enter the amount of your overpayment to be refunded. A refund will be issued via a paper refund check unless you choose to get the refund via direct deposit by filing in page 3 for electronic refund or payment information and entering (a) the bank routing number, (b) the bank account number and (c) the account type.

**Line 12.** Enter all or the portion of the overpayment to be credited forward.

## PAGE 2 INSTRUCTIONS

### SCHEDULE A - ALLOCABLE BUSINESS INCOME

Schedule A is used to report ordinary business income of the partnership. Ordinary business income of Schedule A is transferred to Schedule C, column 1. Schedule C is used to determine the amount of ordinary business income subject to the Springfield tax. Non-business income is reported in Schedule B. The taxable portion of non-business income is transferred to Schedule C. Instructions for Schedules B and C indicate how amounts transferred from Schedules A and B are allocated to the individual partners.

### SCHEDULE B - NON-BUSINESS INCOME AND EXCLUSIONS

Schedule B is used to allocate the total non-business income of the partnership between resident partners and nonresident partners. After determining the total taxable income for resident and nonresident partners, the totals are transferred to Schedule C, wherein an analysis is made to determine the amount of non-business income distributable to each individual partner. Therefore, compute the total amount of distributable non-business income, by type of income, and enter these amounts on the proper lines of Schedule B, column 1. For each category of non-business income, use columns 2 and 3 to show the resident partners' excludable and taxable portion, and use columns 4 and 5 to show the nonresident partners' excludable and taxable portion. The total of columns 2 through 5 must equal the total of column 1.

**INTEREST AND DIVIDENDS** - In column 1, line 1, report total partnership non-business interest income. In column 1, line 2, report total partnership income from dividends. The interest and dividends reported on lines 1 and 2, column 1, are to be apportioned between resident partners (columns 2 and 3) and nonresident partners (columns 4 and 5). Resident partners exclude in column 2 the total nontaxable interest from obligations of the United States, the states or subordinate units of government of the states. Interest and dividend income is not taxable to nonresidents.

**SALE OR EXCHANGE OF PROPERTY - Report** in column 1, lines 3, 4 and 5, the total taxable net gain or loss from sales and exchanges of property, short-term, long-term and Section 1231, respectively. Gains or losses on the sale of obligations of the United States or attributable to the period prior to January 1, 1989 are excluded. The nonresident excludable portion also includes that portion of the gain (or loss) which arose from the sale or exchange of intangible assets, and of tangible property located outside Springfield. The taxable nonresident partners' portion in column 5 will be the gain (or loss) attributable to the period after January 1, 1989 from the sale or exchange of tangible real and personal property located in Springfield.

**RENTS AND ROYALTIES - Report** in column 1, lines 6, 7 and 8, the total net income or loss from all rents and royalties. The resident partners; portion of rents and royalties is taxable. Non-resident and corporate partners exclude net income or loss from rents, and royalties attributable to property located OUTSIDE Springfield.

**OTHER INCOME - Report** in column 1, line 9, all other partnership income.

**TOTAL NON-BUSINESS INCOME - Enter** on line 10 the totals for each column in Schedule B. After transferring the amounts from columns 3 and 5 of Schedule B to Schedule C, the total of Schedule C, column 6a, (taxable resident partners' non-business income) must equal the total of Schedule B, column 3, and the total of Schedule C, column 6b, (taxable nonresident partners' non-business income) must equal the total of Schedule B, column 5.

#### **SCHEDULE C - DISTRIBUTION TO PARTNERS**

The totals of columns 1, 6a and 6b of Schedule C, showing the distribution to individual partners of ordinary and non-business income, must agree with the totals transferred from Schedules A and B.

**Column 1.** Enter in column 1 the individual partner's share of business income from Schedule A, line 5. If Sec. 179 depreciation is included in Schedule A and the partners have unequal credits for such additional depreciation (e.g., if one partner is single and one is married filing jointly for federal income tax purposes), the apportionment of income to partners in this column will require a special computation.

**Column 7.** Transfer the amount of each individual partner's share shown in column 7, Schedule C to column 1, page 1 of the return.

#### **SCHEDULE D - BUSINESS ALLOCATION PERCENTAGE**

The business allocation percentage is to be applied to the distributive share of business income of CORPORATE AND NON-RESIDENT partners if business activity of the partnership is conducted both within and outside the City of Springfield.

**Line 1a.** Enter in column 1 the average net book value of all real and tangible personal property owned by the business, regardless of location; and in column 2 shows the net book value of the real and tangible personal property owned and located or used in the City of Springfield. The average net book value of real and tangible personal property may be determined by adding the net book values at the beginning and end of the year and dividing the sum thus obtained by two.

**Line 1b.** Enter in column 1 the gross annual rent multiplied by 8 for all rented real property regardless of location. In column 2

show the gross annual rent multiplied by 8 for rented real property located in the City of Springfield. Gross annual rent refers to real property only, rented or leased during the taxable period, and should include the actual sums of money or other consideration payable, directly or indirectly, by the taxpayer for the use or possession of such property.

**Line 2.** Enter in column 1 the total compensation paid to all employees during the year and in column 2 show the amount of compensation paid to employees for work or services performed within the City of Springfield.

**Line 3.** Enter in column 1 the total gross revenue from all sales or services rendered during the year, and in column 2 show the amount of revenue derived from sales made or services rendered in the City of Springfield during the year. If there is no regularly maintained sales force outside the City, this allocation factor must be 100% for businesses with no other business activity outside the City.

#### **PAGE 3 INSTRUCTIONS THIRD PARTY DESIGNEE**

If the "Yes" box is marked, the partnership is authorizing the Springfield Income Tax Department to call the preparer to answer any questions that may arise during the processing of its return. The partnership is also authorizing the preparer: to give the Department any information that is missing from the return; to call the Department for information about the processing of the return or the status of any related refund or payments; and to respond to certain notices that the partnership has shared with the preparer about math errors, offsets and return preparation.

#### **ASSISTANCE AND WEBSITE**

If you have questions or need assistance, call 269-965-8324. Questions by mail should be directed to: Springfield Income Tax Department, 601 Avenue A, Springfield, Michigan 49037-7774. Income tax forms, instructions and additional information are available on City's website, [www.springfieldmich.com](http://www.springfieldmich.com).

#### **NOTICE**

These instructions are interpretations of the City of Springfield Income Tax Ordinance. The Ordinance will prevail in any disagreement between the instructions and the ordinance.