INTEREST AND DIVIDENDS TAX RETURN



GENERAL INSTRUCTIONS

WHO AND WHAT IS TAXABLE

Taxable income is that income received from interest and dividends during the tax year prior to the assessment date by:

(a) Individuals who are inhabitants or residents of this state for any part of the taxable year whose gross interest and dividend income from all sources, including income from a qualified investment company pursuant to RSA 77:4, V, exceeds \$2,400 during that taxable period.

Note:

For taxable periods ending on or after December 31, 2013:

- -Income received by estates held by trustees treated as grantor trusts under Section 671 of the United States Internal Revenue Code shall be included in the return of their grantor, to the extent that the grantor is an inhabitant or resident of New Hampshire.
- -Income reported by, and taxed federally as interest or dividends to a trust beneficiary shall be included as interest or dividends in the return of such beneficiary, to the extent that the beneficiary is an individual inhabitant or resident of New Hampshire.
- (b) Partnerships and Limited Liability Companies (LLCs) whose beneficial interest is not represented by transferable shares, whose gross interest and dividend income from all sources exceeds \$2,400 during the taxable year, but not including a qualified investment company as defined in RSA 77-A:1, XXI, or a trust comprising a part of an employee benefit plan, as defined in the Employee Retirement Income Security Act of 1974, Section 3.

Note: Partnerships are taxable if their shares are non-transferable.

(c) Fiduciaries deriving their appointment from a court of this state whose gross interest and dividend income from all sources exceeds \$2,400 during the taxable year.

WHO MUST FILE A RETURN

INDIVIDUALS: Individuals who are residents or inhabitants of New Hampshire for any part of the tax year must file if they received more than \$2,400 of gross interest and/or dividend income for a single individual or \$4,800 of such income for a married couple filing a joint New Hampshire return. (Part-year residents see below.)

PARTNERSHIPS, LLCs, ESTATES AND TRUSTS: See separate tables on pages 6 and 7 of these instructions regarding "WHO" and "WHAT" is taxable.

JOINT FILERS: To ensure your payments are credited to your account, the sequence of names and social security numbers must be consistent on all Interest and Dividends Tax estimates, extensions and returns.

NH RESIDENT/INHABITANT: To determine if you are a NH resident/inhabitant, refer to the Department's administrative rules, NH Admin. Rules, Chapter Rev 900, wherein an individual's intent to establish residency by an ongoing physical presence within New Hampshire which is not transitory in nature, shall be evidenced by:

- (a) Maintaining a home or other living quarters in New Hampshire;
- (b) Spending a greater percentage of time in New Hampshire than in any other state;
- (c) Having family living with them in New Hampshire;
- (d) Advising any federal, state, or local agency that the individual considers herself or himself a resident of New Hampshire;
- (e) Being employed or conducting business activity within New Hampshire or at a place to which the individual can readily commute from New Hampshire; or
- (f) Registering to vote in New Hampshire.

PART YEAR RESIDENT: For New Hampshire Interest and Dividends Tax purposes, a "part year resident" is someone who has permanently established residency in New Hampshire during the year or who has permanently abandoned residency in New Hampshire during the year.

If you **established** residency after January 1st of this tax period, check the "Initial Return" box and enter the date of residency in Step 2. If you **abandoned** residency during the year, check the "Final Return" box and enter the date in Step 2.

A temporary absence for any length of time does not change your state of residency.

Only the interest and dividend income earned during that portion of the year for which you were a New Hampshire resident is taxable. Part-year residents are entitled to the full \$2,400 exemption (or \$4,800 for joint filers) and the full amount for the exemptions shown on Line 8 of the return. Part-year residents must file a return if, during the entire year, their adjusted taxable income was over \$2,400 (or over \$4,800 for joint filers).

WHEN TO FILE

<u>Calendar Year</u>: If your return is based on a calendar year, it must be postmarked on or before April 15th. If the 15th falls on a weekend or a recognized State holiday, the return is due on the next business day. <u>Fiscal Year</u>: If your return is based on a taxable period other than a calendar year, it must be postmarked on or before the 15th day of the fourth month following the end of your taxable period. If the 15th falls on a weekend or a recognized State holiday, the return is due on the next business day.

FORMS MAY NOT BE FILED BY FAX

WHERE TO FILE

MAIL TO: NH DRA PO BOX 637 CONCORD NH 03302-0637

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INTEREST AND DIVIDENDS TAX RETURN



INSTRUCTIONS - continued

EXTENSION TO FILE

New Hampshire does not require taxpayers to file an application for an automatic 7-month extension of time to file provided that the taxpayer has paid 100% of the Interest and Dividends Tax determined to be due by the due date of the tax.

If you need to make an additional payment, file a Form DP-59-A Extension Form along with the payment or e-file your payment online at www.revenue.nh.gov/. This application and payment must be postmarked on or before the due date of the tax. Failure to pay 100% of the tax due by the original due date will result in the assessment of interest and may result in the assessment of penalties. You are not required to attach a copy of your federal extension to your return.

CONFIDENTIAL INFORMATION

Tax information that is disclosed to the New Hampshire Department of Revenue Administration is held in strict confidence by law. (See RSA 21-J:14) However, the information may be disclosed to the United States Internal Revenue Service, agencies responsible for the administration of taxes in other states in accordance with compacts for the exchange of information, and as otherwise authorized by RSA 21:J:14.

TAX IDENTIFICATION NUMBERS

For the purpose of administering any state tax, the Commissioner of the Department of Revenue Administration is authorized under 42 U.S.C 405 to require the submission of a Social Security Number (SSN), a Federal Employer Identification Number (FEIN), or any other identifying number used in filing or preparing federal tax returns by individuals, businesses, and return preparers. (See RSA 21-J:27-a; N.H. Code of Admin. Rules, Rev 2903.02 (c); and 42 USCS sec. 405 (c) (2) (C) (i)). Where SSNs or FEINs are required, taxpayers who have been issued a Department Identification Number (DIN), must use their DIN only, not their SSN or FEIN.

The failure to provide tax identification number(s) may result in rejection of a document. The failure to timely file a document complete with tax identification number(s) may result in the imposition of civil or criminal penalties, the disallowance of claimed exemptions, exclusions, credits, or deductions, or adjustments that increase tax liability.

AMENDED RETURNS

If, after it has been filed, you discover an error was made on your return, promptly file an amended New Hampshire return by completing a correct Form DP-10 and checking the "AMENDED" box in Step 2. New Hampshire does not have a separate form for amended returns.

ROUNDING OFF

Money items on all Interest and Dividends Tax forms shall be rounded off to the nearest whole dollar.

REPORT OF CHANGE (ROC)

To report a change to your Interest and Dividends Tax Return for years 1994 to present (resulting from a federal audit), file a separate report of change, Form DP-87ID, for each year. To report a change for taxable periods prior to 1994 contact the Department for the appropriate forms and instructions. When filling the completed DP-87 ID, you must sign in ink and include the IRS examination form reporting the change. Follow the line by line instructions when filling out the report of change Form DP-87 ID. An incomplete Report of Change Form DP-87 ID will not be accepted.

NEED FORMS?

To obtain additional forms, you may visit our website at www.revenue.nh.gov/ or call the Forms Line at (603) 230-5001.

NEED HELP?

Questions not covered here may be answered in our Frequently Asked Questions (FAQ) available on our website at www.revenue.nh.gov/ or by calling Central Tax Services at (603) 230-5920, Monday through Friday, 8:00 am to 4:30 pm. All written correspondence to the Department should include the taxpayer name, taxpayer identification number, the name of a contact person and a daytime telephone number. Individuals who need auxiliary aids for effective communications in programs and services of the New Hampshire Department of Revenue Administration are invited to make their needs and preferences known. Individuals with hearing or speech impairments may call TDD Access: Relay NH 1-800-735-2964.

LINE-BY-LINE INSTRUCTIONS

STEP 1

At the top of the return enter the beginning and ending dates of the taxable period if different from the calendar year.

Enter the taxpayer's name, address, SSN, FEIN, or DIN in the spaces provided. If filing a joint return enter spouse's name and SSN in the spaces provided. SSNs are required pursuant to the authority granted by 42 U.S.C.S., Section 405. Wherever SSNs or FEINs are required, taxpayers who have been issued a DIN must use their DIN only, not their SSN or FEIN.

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INTEREST AND DIVIDENDS **TAX RETURN**



INSTRUCTIONS - continued

STEP 2

Check one box to indicate entity type and enter the percentage of NH interest.

Check the appropriate box(es) that apply and enter the date of the event. If "Final Deceased", enter the date of death and the SSN of the deceased. If the taxpayer or spouse is deceased and the Interest and Dividends Tax return results in an overpayment to be refunded, Form NH-1310 may be required to issue the refund to someone other than the deceased party. Form NH-1310 is available on our website at www.revenue.nh.gov/ or by calling the Forms Line at (603) 230-5001. Form NH-1310 should be completed and attached to the return if applicable.

Check boxes as applicable to indicate the following: Payment Enclosed; Refund Request; Credit Next Year's Tax Liability; or No Payment Required.

STEP 3

LINE 1(a) INTEREST INCOME

Enter on Line 1(a) ALL interest income. For individual and joint filers, the amount to be reported on Line 1(a) is from Line 8(a) of IRS Form 1040 or 1040A. For all other filers, the amount to be reported on Line 1(a) is the total of all interest income reported on your federal return. If you are not required to file a federal return, enter your interest as reported on your 1099s and elsewhere.

NOTE: All interest income which is not taxable to New Hampshire will be deducted on Line 4.

LINE 1(b) DIVIDEND INCOME

Enter on Line 1(b) ALL ordinary dividend income. For individual and joint filers the amount to be reported on Line 1(b) is from Line 9(a) of IRS Form 1040 or 1040A. If you are not required to file a federal return, enter your dividend income as reported on your 1099, or elsewhere. NOTE: All dividend income which is not taxable to New Hampshire will be deducted on Line 4.

LINE 1(c) FEDERAL TAX-EXEMPT INTEREST INCOME

Enter on Line 1(c) the amount of ALL federally tax-exempt interest income. For individuals and joint filers, the amount to be reported on Line 1(c) is from IRS Form 1040 or 1040A, Line 8 (b). Unless specifically exempt by New Hampshire law, all federally tax-exempt interest income is taxable to New Hampshire. NOTE: All federal tax-exempt interest income that is not taxable to New Hampshire will be deducted on Line 4.

LINE 1(d) Enter the subtotal of Lines 1(a), 1(b), and 1(c).

LINE 2 DISTRIBUTIONS SUBJECT TO THE NEW HAMPSHIRE INTEREST AND DIVIDENDS TAX

In Column I, enter the entity code number that represents the entity type of the payer. See the box below for ENTITY TYPE CODES. In Column II, enter the name of the payer. In Column III, enter payers SSN or FEIN, if known. In Column IV, enter the total amount of cash or property distribution received or constructively received. This amount may not correspond to any line on your Federal Form 1040 or Federal Schedule K-1. NOTE: This is not a tax on pass-through portfolio income, gains or losses from a Federal Schedule K-1. Therefore, do not include any pass-through income, gains or losses from Federal Schedule K-1.

List on Line 2 any taxable annuities or the actual cash or property distributions you received or constructively received from any of the taxable income classes described in RSA 77:4. These distributions are subject to tax in New Hampshire as a "dividend". Taxable annuities are those annuities not invested in a tax-deferred investment plan pursuant to RSA 77:4-b.

ALL NONTAXABLE INCOME WILL BE DEDUCTED ON LINE 4.

Entity Code	2	3	4	5	6
Entity Type	S-Corporations	Partnerships	Trusts or Estates	LLCs	Other

LINE 3 GROSS INTEREST AND DIVIDENDS INCOME & DISTRIBUTIONS

Enter the sum of Line 1(d) plus Line 2.

LINE 4 INTEREST AND DIVIDENDS INCOME NOT TAXABLE TO NEW HAMPSHIRE

In Column I, enter the reason code number which corresponds to the reason the income is not subject to the Interest and Dividends Tax. (See the box below for reason codes.) In Column II, enter the name of the payor. In Column III, enter the payors social security number or federal identification number, if known. In Column IV enter the non-taxable amount. These items should only be deducted if they were included on Lines 1(a), 1(b), 1(c), or 2.

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INTEREST AND DIVIDENDS TAX RETURN



INSTRUCTIONS - continued

REASON CODE	REASON
1	Direct US government obligations
2	New Hampshire municipal bond
3	Long or short term capital gains included in Line 3
4	Individual retirement account/Keogh plans/other exempt retirement plans
5	Liquidating distributions
6	100% of K-1 interest or dividend income from partnership/fiduciary with non-transferable shares which is subject to I&D tax
7	A portion of interest or dividend income from a partnership/fiduciary with non-transferable shares which is not subject to I&D
. 8	Allocation to non-New Hampshire residents or portion of estate distributed to non-taxable persons or organizations
9	Specifically exempted Puerto Rico, Guam and Virgin Island bonds
10	Distributive share of the entities interest or dividend income indicated on Schedule K-1 and included in the partner, beneficiary or shareholders federal income tax return
11	Return of capital

LINE 4(d) PART-YEAR RESIDENT NON-TAXABLE PRO RATA SHARE

A part-year resident is a resident who established or abandoned residency during the tax year. Part-year residents may prorate interest and dividends income. Individuals filing as part-year residents may deduct the amount of taxable income earned while not a resident of New Hampshire. To determine the annual taxable income for the pro rata share calculation, subtract Line 4(c) from the subtotal of gross income on Line 3, then apply the following calculation to that figure to determine the amount to enter on Line 4(d), part-year resident pro rata share.

Annual taxable income x <u>number of days a Non-New Hampshire Resident</u> 365 days of the year

Enter the total of Line 4(c) plus Line 4(d) on Line 4.

LINE 5 GROSS TAXABLE INCOME

Enter the amount of Line 3 minus Line 4.

LINE 6 Enter the applicable income exemption (\$2,400 for individual, partnership, LLC or estate, or \$4,800, for joint filer)

LINE 7 Calculate your Adjusted Taxable Income, Line 5 minus Line 6.

LINE 8 Check any exemptions that apply. Enter the total number of boxes checked. Multiply the number of boxes checked by \$1,200 and enter the result.

LINE 9 Calculate the Net Taxable Income by subtracting Line 8 from Line 7.

STEP 4

LINE 10 If Line 9 is a positive number, calculate your Interest and Dividends Tax by multiplying Line 9 by 5% (.05). If Line 9 is a negative number, enter zero on Line 10.

LINE 11 Enter your payments on Lines 11(a) through 11(d). Enter the sum of your payments on Line 11.

LINE 12 Calculate the balance of the tax due (Line 10 minus Line 11). Enter the remainder, balance of tax due, on Line 12.

LINE 13 Calculate your interest and penalties, if any, as follows, and enter the amounts on Lines 13(a) through 13(d). Enter sum of interest and penalties on Line 13.

(a) INTEREST: Interest is calculated on the balance of tax due from the original due date to the date paid at the applicable rate listed below. Tax due multiplied by the number of days from due date to date tax was paid, then multiplied by daily rate decimal equivalent.

INTEREST AND DIVIDENDS TAX RETURN



INSTRUCTIONS - continued

	_x	X•	_ = Interest due
Tax Due	Number of Days	Daily Decimal Rate Equivalent	[Enter on Line 13(a)]
(see below for applicable rates)			

NOTE: The interest rate is recomputed each year under the provisions of RSA 21-J:28, II. Applicable rates are as follows:

PERIOD	RATE	DAILY RATE DECIMAL EQUIVALENT
1/1/2013 - 12/31/2016	5%	.000137
1/1/2010 - 12/31/2012	6%	.000164
1/1/2009 - 12/31/2009	7%	.000192
1/1/2008 - 12/31/2008	10%	.000273
Contact the Departmen	t for applicable rates f	or any other tax periods.

(b) FAILURE TO PAY: A penalty equal to 10% of any nonpayment or underpayment of taxes shall be imposed if the taxpayer fails to pay the tax when due. If the failure to pay is due to fraud, the penalty shall be 50% of the amount of the nonpayment or underpayment.

(c) FAILURE TO FILE: A taxpayer failing to timely file a complete return may be subject to a penalty equal to 5% of the tax due for each month or part thereof that the return remains unfiled or incomplete. The total amount of this penalty shall not exceed 25% of the balance of tax due. Calculate this penalty starting from the original due date of the return until the date a complete return is filed.

(d) UNDERPAYMENT PENALTY: If your tax is more than \$500 you are required to make estimated tax payments during the tax year. To calculate your penalty for nonpayment or underpayment of estimated tax or to determine if you qualify for an exception from making estimated payments, complete and attach Form DP-2210/2220. Form DP-2210/2220 may be obtained from our website at www.revenue.nh.gov/ or by calling the Forms Line at (603) 230-5001.

NOTE: Taxpayers who substantially understate their tax may be assessed a penalty by the Department in the amount of 25% of any underpayment of the tax resulting from such understatement. There is a substantial understatement of tax if the amount of the understatement exceeds 10% of the tax required to be shown on the return or \$5,000.

STEP 5

LINE 14(a) Enter the subtotal of amount due. (Line 12 plus Line 13).

LINE 14(b) Enter the amount of any return payment being made electronically.

LINE 15 Calculate your net balance due. Line 14(a) minus Line 14(b). Enter the result on Line 15. If result is less than zero, enter zero and go to Line 16. Make check or money order payable to: State of New Hampshire. Payment must accompany the return. **DO NOT STAPLE OR TAPE YOUR PAYMENT TO THE RETURN.**

To ensure your check is credited to your account, put your SSN, FEIN, or DIN number on the check.

You may file this return and pay the tax due online by logging on to <u>www.revenue.nh.gov/</u>. If the net balance due is less than \$1.00, do not pay **but still file the return.** If you file online, you do not need to mail the return to NH DRA.

LINE 16 If the total payments (Line 11 plus Line 14(b)) are greater than total tax (Line 10 plus Line 13), then you have over paid. Enter the overpayment amount on Line

LINE 17 The taxpayer has an option of applying any part of the overpayment or the total amount of the overpayment as a credit to next year's return. Enter the desired credit on Line 17(a). The remainder, which will be refunded, should be entered on Line 17(b). If Line 17(a) is not completed, the entire overpayment will be refunded.



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INTEREST AND DIVIDENDS **TAX RETURN**



INSTRUCTIONS - continued

POA: By checking the POA box and signing the return, the taxpayer authorizes the Department to discuss this return with the paid preparer listed below. This is a limited POA. Preparers shall be required to submit a Form DP-2848 for other tax matters and/or years.

SIGNATURE(S)

You MUST SIGN IN BLUE OR BLACK INK AND DATE the return.

- Joint Filers: If you are filing a joint return, both spouses must sign in blue or black ink and date the return even if only one of you had income.
- Surviving Spouse: If your spouse died during the taxable period but prior to the filing of this return, enter the appropriate information in Step 2, sign the return as a joint filer, and check the box below the signature line to indicate you are filing as surviving spouse.
- If your spouse died during the taxable period and the tax return indicated a refund is due, file Form NH-1310 to authorize the Department to issue the refund to someone other than the deceased person. Form NH-1310 is available on our website at www.revenue.nh/gov/ or by calling the Forms Line at (603) 230-5001. File Form NH-1310 by attaching it to the return.
- Estate: If you are signing on behalf of an estate, you must indicate under what authority you are signing. (i.e. "executor")
- Preparers: If you paid a preparer to complete this return, then the preparer must also sign in ink and date the return. The preparer must also provide his/her federal preparer tax identification number (PTIN) and complete address.

COMMON ERRORS

The following is a list of the most common mistakes made by taxpayers when filing a New Hampshire Interest and Dividends Tax return. These, along with other errors, may cause the return to be considered an "incomplete return" and may result in the assessment of interest and penalties. To ensure that you have filed a complete return, carefully follow the general and line-by-line instructions and be sure you have done the following:

- Have you signed and dated the return in blue or black ink? (Rev 2904.04)
- If this is a joint return, has your spouse included his/her social security number, signed and dated the return in blue or black ink?
- If there is a balance due of \$1.00 or more, have you enclosed a check for the total amount due?
- Did you make the check payable to the State of New Hampshire?
- Is the written amount on the check the same as the numeric amount?
- · Have you signed and dated the check?
- If your tax liability last year was \$100,000 or more, you are required to electronically pay your taxes at www.revenue.nh.gov/
- Have you enclosed all pages of the Form DP-10?
- Did you mistakenly send a payment in the amount of your credit or refund?

WHO IS TAXABLE

RSA 77:3 and Rev 900

INDIVIDUALS	PARTNERSHIPS, LLCs, ASSOCIATIONS	FIDUCIARIES
IF:	IF:	IF:
Inhabitant or resident of New Hampshire for any part of the taxable period; and	Entity has non-transferable shares;	Entity has non-transferable shares;
	Gross interest and dividend income from all sources	Gross interest and dividend income from all sources
Gross interest and dividend income from all sources exceeds \$2,400 during the taxable period.	exceeds \$2,400 during the taxable period;	exceeds \$2,400 during the taxable period;
	Primary or central place of business in New Hampshire;	Fiduciaries derived their appointment from a New
		Hampshire court or the trust property is located in
		New Hampshire.
	Any partner, trustee, member or owner is an	
	inhabitant or resident of New Hampshire.	

WHAT IS TAXABLE

To the Individual Filer

The actual cash or property distributions you receive from partnerships, LLCs, associations, estates or trusts fall into one of the following three categories: entirely NOT taxable to New Hampshire, entirely taxable to New Hampshire, or taxable in part to New Hampshire. In general, you can determine which category your income falls into by answering the questions below.

- (A) Is the organization required to file its own New Hampshire Interest and Dividends Tax return? If yes, your entire distribution from the organization is NOT taxable to New Hampshire. See (1) below. Use reason code 6. If no, move on to question B.
- (B) Does the organization have transferable shares? Can you transfer your shares without causing a dissolution of the organization or without obtaining prior member approval? If yes, your entire ACTUAL distribution from this organization is taxable. See (2) below. If no, move on to (C), below.



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INTEREST AND DIVIDENDS TAX RETURN



INSTRUCTIONS - continued

(C) If the organization is not required to file its own New Hampshire Interest and Dividends Tax return AND the organization has nontransferable shares, then the distribution you received from them is taxable to you as if it had come from its original source. The interest and dividend tax shall be imposed on the portion of the actual distribution which represents interest or dividends received by the entity. See (3) below. Use reason code 7. For trusts see (4) below.

Income From: Partnerships, LLCs, As	ssociations, and Estates
What is Taxable	How to Show the Taxable Portions
(1) No part of your distribution is taxable to New Hampshire.	Not applicable.
(2) All of your actual and constructive receipt of distribution (including non-cash distributions) from this entity is taxable to New Hampshire regardless of the original source of the income.	On page 2, Line 2, enter its entity code, the name of the entity and its federal employer identification number. In Column IV enter the total amount of the distribution you received.
(3) A portion of the distribution you received is taxable to you. The taxable portion is determined by multiplying the amount of the actual distribution received by a fraction. The numerator is the total interest and dividends received by the entity. The denominator is the total amount of gross income received by the entity.	On page 2, Line 2, enter its entity code, the name of the entity and its federal employer identification number. In Column IV enter the total amount of the distribution you received. Enter the non-taxable amount on Line 4 and use Reason Code 7.
Income From: True	sts
(4) A portion of the distribution you received may be taxable to you. The taxable portion is determined by multiplying the income distribution received by a fraction. The numerator of which shall be the total interest and dividend income taxed federally as interest and dividends to a trust beneficiary. The denominator of which shall be the total of the beneficiary's share of income net of apportioned deductions.	On page 2, Line 2, enter its entity code, the name of the entity and its federal employer identification number. In Column IV enter the total amount of the distribution you received. Enter the non-taxable amount on Line 4 and use Reason Code 7.
Income From: "S" Corpo	prations
All actual and constructive receipt of distributions (including non-cash distributions) from an "S" corporation are taxable to New Hampshire regardless of the original source of the income.	On page 2, Line 2, enter entity code 2, the name of the "S" corporation and its federal employer identification number. In Column IV enter the total amount of the distribution you received.

WHAT IS TAXABLE

To the Partnership, LLC or Association

•	LC or Association e residents or inhabitants of New Hampshire)
What is Taxable	How to Show the Taxable Portions
All interest and dividends received which would be taxable if received by a resident individual.	List the interest and dividend income on Lines 1(a), (b) and (c) and Line 2. Enter the non-taxable amounts on Line 4, Column IV, with the reason code and the payors name and federal employer identification number.
Income From: Partnership, L	LC or Association
• *	LC or Association residents or inhabitants of New Hampshire)

