

## **2011 Property Tax Refund (Credit) Claim**

**NOTICE:** *If you are age 70 or over and meet certain tests, you may be able to defer the payment of your property taxes on your home. You should contact your county assessor for details. If you defer your property taxes, you cannot claim the property tax credit for those taxes.*

### **Purpose of Form**

Use Form 140PTC to file an original claim for the property tax credit. If you are claiming the property tax credit, you may also use Form 140PTC to claim a credit for increased excise taxes.

Also use Form 140PTC to amend a 2011 Form 140PTC. If amending, check box 95 on the top of the form.

### **Who Can Use Form 140PTC?**

File Form 140PTC only if you meet the following.

1. You were a resident of Arizona for the whole year. (From January 1, 2011 to December 31, 2011.)
2. You were either 65 or older by December 31, 2011, or if you were under age 65, you were receiving SSI Title 16 payments during 2011. (You must meet only one of these requirements.)
3. Your total household income was less than \$3,751 if you lived alone. If others lived with you, your total household income was less than \$5,501.
4. You paid property taxes or rent on your main home in Arizona during 2011. You may also have paid both property taxes and rent for the whole year of 2011. If you only paid rent during 2011, you must have rented for the whole year. You also meet this requirement if one of the following applies.
  - You were a resident of a nursing home in Arizona. The nursing home was subject to and paid property taxes. You used your social security or other personal funds to pay the nursing home.
  - You were a shareholder of a cooperative corporation in Arizona. The unit that you lived in was your main home during 2011.
  - You were a member of a condominium association in Arizona. Your unit was your main home during 2011.

If you meet **all** of 1 through 4 above, you may claim a refund of Arizona property taxes. Complete Form 140PTC to figure your credit.

### **When Should You File?**

You have extra time to file for 2011 because April 15, 2012 falls on a Sunday and April 16, 2012 is a legal holiday in Washington DC. This means that you have until April 17, 2012 to file this claim. File your claim as soon as you can after January 1, but no later than April 17, 2012. You must file this form by April 17, 2012. **We will disallow your credit if you do not file on time.**

### **What if You Cannot File on Time?**

You may ask for an extension if you know you will not be able to file on time. We can grant an extension for up to six (6) months.

To apply for an extension, file Arizona Form 204. You must file Form 204 by April 17. See Form 204 for details. If you are filing Form 140PTC under an extension, make sure that you check box **82F** on page 1 of the return.

We cannot allow your credit if the U.S. Post Office does not postmark your request by April 17, 2012. You may also use certain private delivery services designated by the IRS to meet the "timely mailing as timely filed" rule.

### **How to File Form 140PTC**

If you must file an Arizona tax return (Form 140 or Form 140A), attach the completed Form 140PTC to your return.

If you do not have to file an Arizona income tax return, complete only the Form 140PTC. Mail Form 140PTC to:

Arizona Department of Revenue  
P O Box 52138  
Phoenix AZ 85072-2138.

### **What You Must Attach When You File**

When you file a PTC claim, you must attach certain documents to your claim. Attach all required documents after page 2 of Form 140PTC, using only one staple where shown. If you do not attach the required documents to your PTC claim, the department will disallow your claim. To find out what you must attach, look at the following list. Find the heading(s) that applies to you.

#### **Title 16 Supplemental Security Income (SSI) Recipient**

When you file your PTC claim, **you must attach** a statement from the Social Security Administration.

Attach this statement to the back of your claim. This statement must show all of the following.

1. Your name and address.
2. Your SSN.
3. The payments you received or are due to receive are Title 16 SSI payments.
4. The period for which you received or are due to receive Title 16 SSI payments.
5. The date the Social Security Administration issued the statement.

#### **Homeowner**

When you file your PTC claim, **you must attach** a copy of a statement showing your property taxes that you **paid in 2011**. Attach this statement to the back of your claim. This statement may be one of the following.

1. A copy of your property tax statement from your mortgage company.
2. A copy of your paid receipt from your county treasurer.
3. Your property tax bill with copies of both the fronts and backs of your canceled checks that were cashed in 2011.

#### **Renter**

When you file your PTC claim, **you must attach** a completed Form 201. Attach this statement to the back of your claim. You must get Form 201 from your landlord. You must fill out lines 13 through 15 unless they already

contain the correct information. Your landlord must complete and sign the Form 201. The Arizona Form 201 provides your proof of property taxes paid from your rent.

If you own a mobile home but rent the space, complete the Form 140PTC as a renter. Attach a completed Form 201 **and** a statement showing your property taxes you paid in 2011. See the "homeowner" instructions to find out what kind of property tax statement you should attach.

### Nursing Home Resident

When you file your PTC claim, **you must attach** a completed Form 201. Attach the Form 201 to the back of your claim.

You must get Form 201 from your nursing home administrator. Your nursing home administrator must complete and sign the Form 201. The nursing home will let you know how much of the amount paid to the nursing home is allocable to rent.

### Shareholder of a Cooperative Corporation

When you file your PTC claim, **you must attach** a statement that shows your share of the assessed property taxes. Attach this statement to the back of your claim. You must get this statement from the cooperative corporation. You must also attach one of the following.

1. A copy of a statement from the mortgage company showing the corporation's total property tax.
2. A copy of the corporation's tax bill stamped "paid."

### Member of a Condominium Association

When you file your PTC claim, **you must attach** a statement that shows your share of the assessed property taxes. Attach this statement to the back of your claim. You must get this statement from the condominium association. You must also attach one of the following.

1. A copy of a statement from the mortgage company showing the association's total property tax.
2. A copy of the association's tax bill stamped "paid."

## Line-by-Line Instructions

### Taxpayer Identification Number

Make sure that you enter your SSN on your return. Make sure that all SSNs are clear and correct. You may be subject to a penalty if you fail to include your SSN. It will take longer to process your return if SSNs are missing, incorrect, or unclear.

If you are filing a joint claim, enter your SSNs in the same order as your names. If your name appears first on Form 140PTC, make sure your SSN is the first number listed.

### ID Numbers for Paid Preparers

If you pay someone else to prepare your return, that person must also include an ID number where asked.

A paid preparer may use any of the following.

- his or her SSN
- his or her PTIN
- the federal employer identification number for the business

A paid preparer who fails to include the proper numbers may also be subject to a penalty.

### Line 1 -

Type or print your name in black ink. Include your first name, middle initial and last name. Enter your SSN in the space provided.

#### What if a Claimant Died?

If a claimant died before filing a return for 2011, the taxpayer's spouse or personal representative may file and sign a Form 140PTC for that person.

Enter the word "deceased" after the decedent's name in the address section of the form. Also enter the date of death after the decedent's name.

#### How do I Claim a Refund for a Deceased Claimant?

If you are claiming a refund, you must complete **Form 131, Claim for Refund on Behalf of Deceased Taxpayer**. Attach this form to the **front** of the PTC claim.

### Line 2 -

Print or type your current address. Include your house or building number and street or rural route. Include your apartment number if you live in an apartment. Include your mobile home lot number if you live in a mobile home.

Make sure you include your home phone number. Include a daytime phone number if your daytime number is not the same as your home number.

Enter your date of birth in the space provided.

### Line 3 -

Print or type the name of your city, town, or post office. Also include your state and zip code.

### Line 4 -

Check the box marked "Own" if one of the following applies.

1. You owned your home on December 31, 2011. You paid property tax during 2011.
2. You were a member of a condominium association.
3. You were a shareholder of a cooperative corporation.

Check the box marked "Rent" if one of the following applies.

1. You were renting a home.
2. You were renting an apartment.
3. You were renting a mobile home lot.
4. You were a nursing home resident.

### Line 5 -

Check "Yes" if you were a resident of Arizona for the whole year. (From January 1, 2011, to December 31, 2011.) To qualify for the property tax credit, you must have lived in Arizona for the whole year.

### Line 6 -

Check "Yes" if one of the following applies.

1. You **paid** property taxes on your main home in Arizona during 2011.
2. You **paid** rent on your main home in Arizona for all of 2011.

3. You **paid** both rent and property taxes on your main home in Arizona for all of 2011.
4. You were a resident of a nursing home in Arizona. That nursing home was subject to and paid property taxes. You used your social security or other personal funds to pay the nursing home.
5. You were a shareholder of a cooperative corporation in Arizona. The unit that you lived in was your main home during 2011.
6. You were a member of a condominium association in Arizona. Your unit was your main home during 2011.

**Line 7 -**

Check "Yes" if this is the only PTC being claimed in your household.

**NOTE:** Arizona law allows only one 140PTC claimant per household per year. If someone else in your household has already filed a 140PTC claim for 2011, do not file this claim. If you have already filed a claim for 2011, do not file another Form 140PTC for 2011, unless you are amending your original claim for 2011.

To qualify for the tax credit, your answers to questions 5 through 7 must be "Yes."

**Line 8 -**

Check "Yes" if you were 65 or older on December 31, 2011. (You must enter your date of birth in the space provided on line 3.)

**Line 9 -**

Check "Yes" if you received Title 16 SSI payments in 2011.

**NOTE:** This is not your normal social security disability. This is for people with limited incomes who are either blind, disabled, or over age 65.

To qualify for the tax credit you must have answered "yes" to either question 8 or 9.

**Income**

Turn the form over and complete the "Schedule of Household Income" under Part I.

In the proper column list all income, except as noted below. You must list all income that you, your spouse, and any other member of your household received or earned in 2011. Anyone who lives in the same dwelling unit as you is a member of your household. Enter the total for each line in column 4.

You must figure the income for each household member. Household income is the total of each household member's income. Enter your income in column 1. If your spouse lived with you, enter your spouse's income in column 2. If you lived with another person, enter that person's income in column 3. If you lived with more than one other person, fill out a separate schedule for each other person.

**Do not** include income from the following:

- Social security benefits
- Railroad Retirement benefits
- Workers' Compensation "Loss of Time" insurance payments
- Arizona unemployment insurance payments

- Veteran's disability pensions
- Welfare payments, surplus food, or other relief provided by a governmental agency
- Gifts from non-governmental sources
- Form 140PTC refunds received last year

**Line A -**

Enter the salaries, wages, tips, etc., received by each member of the household in 2011.

**Line B -**

Enter all dividend and interest income. Enter all amounts received by each member of the household in 2011. You must include interest income that Arizona does not tax. Interest income that you must enter here includes:

- Interest income from federal obligations
- Interest income from Arizona municipalities

**Line C -**

Enter all of the business and farm income. Enter all business and farm income for each member of the household.

**Line D -**

For each member of the household combine gains and losses from the sale or exchange of property. If the result is a gain, enter the gain. If the result is a loss, enter only up to a maximum of \$1,500.

**Line E -**

Enter the income that each member of the household received from pensions and annuities in 2011. You should **not** include income from the following:

- Social security benefits
- Railroad Retirement benefits
- Veteran's disability pensions

You must include income from **all** other pensions and annuities. Pension income that you must enter here includes:

- All retirement payments from the federal government, except those listed above
- All retirement payments from the State of Arizona
- All retirement payments from any local government (including police and school districts)
- Any IRA distributions

**Line F -**

Enter all rent and royalty income received by each member of the household in 2011.

**Line G -**

Enter all partnership, estate, or trust income received by each member of the household in 2011.

**Line H -**

Enter all alimony received by each member of the household in 2011.

**Line I -**

Enter any other income that each member of the household received in 2011. Attach a schedule listing the source of the income for all amounts listed. Some examples of income you should enter here are:

- Strike benefits exempt from tax; and
- Unemployment insurance payments from states other than Arizona.

**Line J -**

Enter the total of column 4, lines A through I, on line J, column 4, and on the front page, line 10.

To find out more about household income and adjusted gross income for this credit, see the department's tax ruling ITR 92-4.

Now return to the front of the form.

**Line 11a -**

If you lived alone, place an "X" in the box marked "Schedule I". Look at Schedule I under Part I on the back of the form. Under "Household Income", find the amount you entered on line 10.

Find the amount shown next to your "Household Income" in the "Tax Credit" column. Enter that amount on line 11.

**Line 11b -**

If you lived with your spouse or one or more other persons, place an "X" in the box marked "Schedule II". Look at Schedule II under Part I on the back of the form. Under "Household Income", find the amount you entered on line 10.

Find the amount shown next to your "Household Income" in the "Tax Credit" column. Enter that amount on line 11.

**Line 12 - Complete if You Own Your Home**

If you owned your home, enter the total amount of property taxes that you **actually** paid in 2011.

If you pay your property taxes in two payments, use only those amounts actually paid in 2011. The following example will show you how to figure these amounts.

**Example:**

|                                                                                                                                                                                                                                                                                   |       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| Facts: John owns his own home. Every year, John pays his property taxes in two payments. John makes the first payment in October. John makes the second payment in March. To figure how much property tax John paid in 2011, John must look at taxes paid for both 2010 and 2011. |       |
| John's 2010 property taxes were                                                                                                                                                                                                                                                   | \$600 |
| John paid 1/2 of his 2010 property taxes on October 1, 2010                                                                                                                                                                                                                       | \$300 |
| John paid the other 1/2 of his 2010 property taxes on March 1, 2011                                                                                                                                                                                                               | \$300 |
| John's 2011 property taxes were                                                                                                                                                                                                                                                   | \$700 |
| John paid 1/2 of the 2011 taxes on October 1, 2011                                                                                                                                                                                                                                | \$350 |
| John paid the other 1/2 of his 2011 property taxes on March 1, 2012                                                                                                                                                                                                               | \$350 |
| During 2011, John paid property taxes for both 2010 and 2011. John paid 2010 taxes of \$300 on March 1, 2011. John also paid 2011 taxes of \$350 on October 1, 2011. John would enter \$650 on line 12. This is the amount John actually paid in 2011.                            |       |

**Line 13 - Complete if You Rented During 2011**

If you rented during 2011, enter the amount from Form 201, Part III, Line 15.

**Line 14 -**

Add lines 12 and 13.

**Line 15 - Property Tax Credit**

Enter the smaller of line 11 or line 14.

**Line 16 -**

Complete line 16 if someone else claimed you as a dependent on his or her tax return. Enter the name, address, and SSN of the person who claimed you as a dependent.

**NOTE:** If you complete line 16, do not complete lines 1 through 6 on Page 2, Part II.

**Line 17 -**

If you are **not** claimed as a dependent on anyone else's tax return, turn the form over and complete Part II. If you are claimed as a dependent on someone else's tax return, enter zero "0" here.

**Page 2, Part II, Credit for Increased Excise Taxes****Lines 1 through 6 -**

**NOTE:** The credit on Part II, line 6 cannot exceed \$100 per household. Do not claim this credit if someone else in your household has already claimed \$100 of the credit. If someone else in your household has claimed less than \$100, you may claim the credit, if eligible, as long as all credit claims filed from your household do not exceed \$100.

**NOTE:** If you were sentenced for at least 60 days of 2011 to a county, state or federal prison, you are not eligible to claim the credit for increased excise taxes for 2011. In this case, do not complete Part II.

**Part II, Line 1 -**

List your dependents. You may claim this credit for dependents that are residents of Arizona. You cannot claim this credit for a dependent that is an Arizona nonresident. List only those people that qualify as your dependent for federal income tax purposes. Except do not list any dependent that is not an Arizona resident.

Enter the following on line(s) 1a through 1c.

1. The dependent's name.
2. The dependent's SSN.
3. The dependent's relationship to you.
4. The number of months the dependent lived in your home during 2011.

For federal income tax purposes, a dependent is either a qualifying child or a qualifying relative. A qualifying child or relative must be a U.S. citizen or resident alien, or a resident of Canada or Mexico. There is an exception for certain adopted children.

To claim a **qualifying child** as a dependent for federal purposes, you must meet the following 5 tests:

1. **Relationship test.** The child must be your son, daughter, stepchild, foster child, brother, sister, half brother, half sister, stepbrother, stepsister, or a descendant of any of them.

2. **Age test.** The child must be under age 19 at the end of the year and younger than you, or under age 24 at the end of 2011 if a full-time student (and younger than you), or any age if permanently and totally disabled.
3. **Domicile test.** The child must live with you for more than half of the year. Temporary absences for special circumstances, such as for school, vacation, medical care, military service, or detention in a juvenile facility count as time lived at home.
4. **Support test.** The child must not have provided over half of his or her own support during the year.
5. **Joint Return Test.** If the child is married, the child is not filing a joint federal return for the year, unless that joint return is filed only as a claim for refund.

To claim a **qualifying relative** as a dependent for federal purposes, you must meet the following 4 tests:

1. **Relationship Test.** The person must be either your relative or have lived in your home as a family member all year. The person cannot be a qualifying child.
2. **Joint Return Test.** If the person is married, he or she cannot file a joint federal return unless the return is filed only as a claim for refund and no tax liability would exist for either spouse if they had filed separate returns.
3. **Income Test.** The person's gross income must be less than \$3,700.
4. **Support Test.** You must have provided over half of the person's total support in 2011.

To learn more about who may be a dependent, see federal publication 501.

Complete Part II, lines 2 through 6 as instructed on the form. Make sure you enter the amount on Part II, line 6 on Form 140PTC, page 1, line 17.

### Line 18 -

Enter the number from page 2, Part II, line 2 here.

### Line 19 -

Add the amount on line 15 and line 17. Enter the total. This is your total credit. If you have to file an Arizona Form 140 enter the amount from Form 140PTC, page 1, line 15 on Form 140, page 1, line 36 and enter the amount from Form 140PTC, page 1, line 17 on Form 140, page 1, line 35. If you have to file an Arizona Form 140A enter the amount from Form 140PTC, page 1, line 15 on Form 140A, page 1, line 35 and enter the amount from Form 140PTC, page 1, line 17 on Form 140A, page 1, line 34.

### Direct Deposit of Refund

Complete the direct deposit line if you want us to directly deposit the amount shown on line 19 into your account at a bank or other financial institution (such as a mutual fund, brokerage firm or credit union) instead of sending you a check.

**NOTE:** Check the box on line 19A if the direct deposit will ultimately be placed in a foreign account. If you check box 19A, do not enter your routing or account numbers. If this box is checked, we will not direct deposit your refund. We will send you a check instead.

### Why Use Direct Deposit?

- You get your refund fast!
- Payment is more secure, there is no check to get lost.
- More convenient. No trip to the bank to deposit your check.
- Saves tax dollars. A refund by direct deposit costs less than a check.

**NOTE:** We are not responsible for a lost refund if you enter the wrong account information. Check with your financial institution to get the correct routing and account numbers and to make sure your direct deposit will be accepted.

### Routing Number

#### MAKE SURE YOU ENTER THE CORRECT ROUTING NUMBER.

The routing number must be 9 digits. The first 2 digits must be 01 through 12 or 21 through 32. Otherwise, the direct deposit will be rejected and a check sent instead. On the following sample check, the routing number is 250250025.

Your check may state that it is payable through a financial institution different from the one at which you have your checking account. If so, **do not** use the routing number on that check. Instead, contact your financial institution for the correct routing number to enter here.

### Account Number

#### MAKE SURE YOU ENTER THE CORRECT ACCOUNT NUMBER.

The account number can be up to 17 characters (both numbers and letters). **DO NOT** include hyphens, spaces or special symbols. Enter the number from left to right and leave any unused boxes blank. On the sample check below, the account number is 20202086. Be sure **not** to include the check number.

**NOTE:** If the direct deposit is rejected, a check will be sent instead.

### Sample Check

JOHN DOE OR JANE DOE  
123 First Street  
Sometown, AZ 00000

PAY TO THE ORDER OF \$ 1234.00

THIS BANK Sometown, AZ 00000

For 250250025 20202086 1234

**Do not include the check number.**

**Note:** The routing and account numbers may be in different places on your check.

### Lines 20 through 22 -

Skip lines 20, 21, and 22 if this is your original claim. Complete lines 20, 21 and 22 only if you are amending a 2011 140PTC claim.

### Instructions for Amending

Use this form to correct your credit if Form 140PTC is the only form that you have filed. If you filed Form 140 or Form 140A with your 140PTC claim, do not use this form to correct your credit. Instead use Form 140X.

Use the following lines to correct an already filed 2011 Form 140PTC.

### Line 20 -

Use the following worksheet to figure the amount to enter on this line.

|                                                                                                                                     |    |
|-------------------------------------------------------------------------------------------------------------------------------------|----|
| 1. Enter the total credit you received from your original 2011 Form 140PTC.                                                         | 1. |
| 2. If this is not your first amended claim, enter any additional credit received from previously filed amended 2011 140PTC claims.  | 2. |
| 3. Add lines 1 and 2. Enter the total.                                                                                              | 3. |
| 4. If this is not your first amended claim, enter any amount of credit you repaid with previously filed amended 2011 140PTC claims. | 4. |
| 5. Subtract line 4 from line 3. Enter the result here and on Form 140PTC, line 20.                                                  | 5. |

### Line 21 -

If line 19 is larger than line 20, subtract line 20 from line 19. Enter the result.

This is the amount of additional credit you will receive as a refund if you owe no other taxes.

### Line 22 -

If line 19 is less than line 20, subtract line 19 from line 20. Enter the result.

This is the amount of the credit that you must repay to the state.

Make your check payable to: Arizona Department of Revenue. Write your SSN on the check. Attach your check to the front of Form 140PTC in the upper left hand corner.

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### Before Filing

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Check to make sure that your math is correct.

Make sure you have attached all required documents. Sign your claim in the space provided on the bottom of the form.

Mail your claim to the address listed on page 1 of these instructions.

If amending a claim for a year before 2011, call the department at one of the phone numbers listed on the quick and easy access to tax help.