



Name
Address
City/State/ZIP

Use black ink. Example A - Handwritten 0 1 2 3 4 5 6 7 8 9 Example B - Typed 0123456789 DOR Use Only

Filing Status FEIN Mark 'X' in one box only Fiduciary Corporation Partnership Affiliated Group of Corporations Charitable Trust Information Return Only Check here if: Filing Status Changed Address Changed Amended Return See Instructions, Page 6 STOP

Schedule A

Table with 13 rows for intangible assets: 1. Accounts Receivable, 2. Loans and Notes Receivable, 3. Bonds, 4. Stocks, Mutuals, Money Market Funds, Limited Partnership Interests, and Beneficial Interest in Any Trust, 5. As Agent for Stockholders, 6. Total Taxable Intangible Assets, 7. Tax Due, 8. Credits, 9. Total Tax Due, 10. Discount, 11. Penalty and Interest, 12. FOR DOR USE ONLY, 13. Total Due.

Do not staple your return or check.

601-C

FOR DOR USE ONLY

Under penalties of perjury, I declare that I have examined this return, accompanying schedules and statements, and it is true, correct, and complete. If prepared by a person other than the taxpayer, this declaration is based on all information of which the preparer has any knowledge [ss.199.232 (2); 92.525(2); and 837.06, F.S.].

Signature of Officer, Date, Telephone No., Signature of Individual or Firm Preparing the Return, Date, Preparer's SSN or FEIN, Check here if you transmitted funds electronically

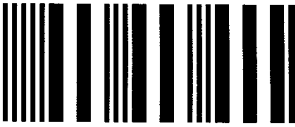
Payment Coupon 2004 Florida Intangible Tax Return and payment must be submitted or postmarked no later than June 30, 2004, to avoid penalty and interest. Do Not Detach

Table for payment coupon: 13a. Total Due From Line 13, 13b. Less Amount Paid with Extension, 13c. Total Due (Line 13a less Line 13b; U.S. funds only)

Name
Address
City/State/ZIP

Enter FEI number below, if not pre-addressed: FEIN, Check here if you transmitted funds electronically

601-C



## Important Information Requested

1. If this is your first time filing an intangible tax return, complete the following:

Date of incorporation ..... M | M | D | D | Y | Y | Y | Y

Example:    Month   Day    Year  
0 | 6 | 1 | 0 | 2 | 0 | 0 | 3

Date you began business in Florida .... M | M | D | D | Y | Y | Y | Y

2. If your filing status has changed, enter the previous FEIN, the new FEIN, and the new filing status:

                         
 Previous FEIN

                         
 New FEIN

### Filing Status

- |  |   |
|--|---|
| <input type="checkbox"/> Fiduciary<br><input type="checkbox"/> Affiliated Group of Corporations<br>(Must Submit List, See Page 10)<br><input type="checkbox"/> Partnership<br><input type="checkbox"/> Corporation | <input type="checkbox"/> Final Return<br><input type="checkbox"/> Information Return Only<br>(Filed Under<br>SSN _____)<br><input type="checkbox"/> Trustee |
|--|---|

3. If your name/mailling address has changed or is incorrect, complete the following:

Name of Taxpayer(s) \_\_\_\_\_ Attention or In Care of \_\_\_\_\_

New Address \_\_\_\_\_ City/State/ZIP \_\_\_\_\_

Telephone Number ( \_\_\_\_\_ ) \_\_\_\_\_ Signature \_\_\_\_\_

Tax Calculation Worksheet	
1. Enter Total Taxable Intangible Assets from Schedule A, Line 6	\$ _____
2. Subtract Standard Exemption (fiduciaries and agents are not allowed an exemption when filing on behalf of another person)	-\$250,000
3. Taxable Assets	\$ _____
4. Multiply by Tax Rate	x .001
5. Tax Due Carry Amount to Schedule A, Line 7 <b>If Tax Due is less than \$60, you do not need to file or pay unless you elect to file for your shareholders.</b>	\$ _____

Tax Credit Worksheet (See Instructions, Page 8.)	
A. Intangible Tax Paid to Another State Identify State: _____	A. _____
B. Cleanup of Contaminated Dry-Cleaning/ Brownfield Sites (if credit not taken on F-1120)	B. _____
C. Total Credit (Line A plus Line B) Enter on Schedule A, Line 8	C. _____

601-C

### Is the Corporation Filing as Agent for its Shareholders?

If yes, complete Schedule E and attach a copy of the notice used to inform the shareholders of this election. If no tax is due, do not mail this return. Notify the Department of your election by TeleFile or by Internet. (See Instructions, Page 5.)

Neither foreign currency nor funds drawn on other than U.S. banks will be accepted.

State law requires a service fee for returned checks or drafts of \$15 or 5% of the face amount, whichever is greater, not to exceed \$150 [s. 215.34(2), F.S.].

**Make check payable to:** Florida Department of Revenue  
 (Include FEIN on check)

**Mail to:**            FLORIDA DEPARTMENT OF REVENUE  
 5050 W TENNESSEE ST  
 TALLAHASSEE FL 32399-0140

# 2004

## INSTRUCTIONS for Filing Florida Form DR-601C Intangible Personal Property Tax Return for Corporation, Partnership and Fiduciary Filers

### LAW CHANGES

Effective January 1, 2004, a standard exemption of \$250,000 applies to every taxpayer who is not a natural person (corporations, partnerships, and affiliated groups).

### TO AVOID COMMON FILING ERRORS

- Residents of Florida who have a taxable beneficial interest in a trust will be responsible for filing a return.
- Do not pay if Tax Due is less than \$60 before discount.
- Make sure you subtract the discount for early filing based on the postmark date of your return. The discount period is not extended when ending on a Saturday, Sunday, or federal or state holiday.
- Check your filing status.
- Complete all lines and schedules, where applicable.
- Check totals transferred to the front of your return (Schedule A) for accuracy.
- Check your math.
- Make sure you include your Federal Employer Identification Number (FEIN).
- For proper credit to your account, use the correct return for the applied tax year.
- Do not staple your return, check, or fold the corners.

# Intangible Personal Property Tax



Filing via  
Internet is:  
**safe,  
easy,  
convenient  
and free!**



To file your return and pay your tax  
online, visit e-Services at  
[www.myflorida.com/dor](http://www.myflorida.com/dor)

**Corporations are no longer required to provide information reports unless they are electing to file as agent for their shareholders.**

**Corporations that elect to file as agent for their shareholders, but owe no tax, can notify the Department using one of two ways:**

- Make your election by phone at **1-800-550-6713**
- Use the Online Tax Due Notification System at [www.myflorida.com/dor](http://www.myflorida.com/dor)

***Do not mail a paper return if no tax is due.***

**Florida Department of Revenue**

## For Information and Forms



Information and forms are available on our Internet site at [www.myflorida.com/dor](http://www.myflorida.com/dor)



To receive forms by mail:

- Order multiple copies of forms from our Internet site at [www.myflorida.com/dor/forms](http://www.myflorida.com/dor/forms) or
- Fax your form request to the DOR Distribution Center at 850-922-2208 or
- Call the DOR Distribution Center at 850-488-8422 or
- Mail your form request to:  
DISTRIBUTION CENTER  
FLORIDA DEPARTMENT OF REVENUE  
168A BLOUNTSTOWN HWY  
TALLAHASSEE FL 32304-3702

To receive a fax copy of a form, call 850-922-3676 from your fax machine telephone and follow the voice prompt.



To speak with a Department of Revenue representative, call Taxpayer Services, Monday through Friday, 8 a.m. to 7 p.m., ET, at 1-800-352-3671 or 850-488-6800.



For a written response to your questions, write:  
TAXPAYER SERVICES  
FLORIDA DEPARTMENT OF REVENUE  
1379 BLOUNTSTOWN HWY  
TALLAHASSEE FL 32304-2716



Hearing or speech impaired persons may call the TDD line at 1-800-367-8331 or 850-922-1115.



Department of Revenue service centers host educational seminars about Florida's taxes. For a schedule of upcoming seminars,

- Visit us online at [www.myflorida.com/dor](http://www.myflorida.com/dor) or
- Call the service center nearest you.



Mail your return to:  
FLORIDA DEPARTMENT OF REVENUE  
5050 W TENNESSEE ST  
TALLAHASSEE FL 32399-0140

## Florida Department of Revenue Service Centers

### Alachua Service Center

14107 US Highway 441 Ste 100  
Alachua FL 32615-6378  
386-418-4444 (ET)

### Clearwater Service Center

Arbor Shoreline Office Park  
19337 US Highway 19 N Ste 200  
Clearwater FL 33764-3149  
727-538-7400 (ET)

### Cocoa Service Center

2428 Clearlake Rd Bldg M  
Cocoa FL 32922-5731  
321-504-0950 (ET)

### Coral Springs Service Center

Florida Sunrise Tower  
3111 N University Dr Ste 501  
Coral Springs FL 33065-5096  
954-346-3000 (ET)

### Daytona Beach Service Center

1821 Business Park Blvd  
Daytona Beach FL 32114-1230  
386-274-6600 (ET)

### Fort Myers Service Center

2295 Victoria Ave Ste 270  
Fort Myers FL 33901-3871  
239-338-2400 (ET)

### Fort Pierce Service Center

Benton Building  
337 N US Highway 1 Ste 207  
Fort Pierce FL 34950-4206  
772-429-2900 (ET)

### Hollywood Service Center

Taft Office Complex  
6565 Taft St Ste 300  
Hollywood FL 33024-4044  
954-967-1000 (ET)

### Jacksonville Service Center

921 N Davis St A250  
Jacksonville FL 32209-6829  
904-359-6070 (ET)

### Key West Service Center

3118 Flagler Ave  
Key West FL 33040-4698  
305-292-6725 (ET)

### Lake City Service Center

1401 W US Highway 90 Ste 100  
Lake City FL 32055-6123  
386-758-0420 (ET)

### Lakeland Service Center

230 S Florida Ave Ste 101  
Lakeland FL 33801-4625  
863-499-2260 (ET)

### Leesburg Service Center

1415 S 14th St Ste 103  
Leesburg FL 34748-6624  
352-315-4470 (ET)

### Maitland Service Center

2301 Maitland Center Parkway Ste 160  
Maitland FL 32751-7414  
407-475-1200 (ET)

### Marianna Service Center

4230 Lafayette St Ste D  
Marianna FL 32446-8234  
850-482-9518 (CT)

### Miami Service Center

8175 NW 12th St Ste 119  
Miami FL 33126-1831  
305-470-5001 (ET)

### Naples Service Center

3073 Horseshoe Dr South Ste 110  
Naples FL 34105-6145  
239-434-4858 (ET)

### Orlando Service Center

AmSouth Bank Building  
5401 S Kirkman Rd 5th Floor  
Orlando FL 32819-7911  
407-903-7350 (ET)

### Panama City Service Center

703 W 15th St Ste A  
Panama City FL 32401-2238  
850-872-4165 (CT)

### Pensacola Service Center

3670C N L St  
Pensacola FL 32505-5217  
850-595-5170 (CT)

### Port Richey Service Center

6709 Ridge Rd Ste 300  
Port Richey FL 34668-6842  
727-841-4407 (ET)

### Sarasota Service Center

Sarasota Main Plaza  
1991 Main St Ste 240  
Sarasota FL 34236-5934  
941-361-6001 (ET)

### Tallahassee Service Center

2410 Allen Rd  
Tallahassee FL 32312-2603  
850-488-9719 (ET)

### Tampa Service Center

Ste 100  
6302 E Martin Luther King Blvd  
Tampa FL 33619-1166  
813-744-6582 (ET)

### West Palm Beach Service Center

2468 Metrocentre Blvd  
West Palm Beach FL 33407-3199  
561-640-2800 (ET)

CT—Central Time  
ET—Eastern Time

## Out-of-State Service Centers

### Atlanta Service Center

Ste 450  
180 Interstate North Pkwy SE  
Atlanta GA 30339-2102  
770-858-3080 (ET)

### Boston Branch Office

Office closing.  
Refer to New York  
Service Center.

### Chicago Service Center

4415 W Harrison St Ste 448  
Hillside IL 60162-1906  
708-449-8282 (CT)

### Cincinnati Branch Office

8118 Corporate Way Ste 140  
Mason OH 45040-9560  
513-398-9933 (ET)

### Dallas Service Center

4425 W Airport Freeway Ste 575  
Irving TX 75062-5822  
972-570-1070 (CT)

### Houston Branch Office

1415 N Loop W Ste 1190  
Houston TX 77008-1660  
713-864-1286 (CT)

### Los Angeles Service Center

2190 S Towne Centre PL Ste 210  
Anaheim CA 92806-6129  
714-704-1540 (PT)

### New York Service Center

3 Garret Mountain Plz Ste 301  
West Paterson NJ 07424-3352  
973-278-2811 (ET)

### Philadelphia Branch Office

215 W Church Rd Ste 299  
King of Prussia PA 19406-3207  
610-768-8890 (ET)

### Pittsburgh Service Center

9000 Brooktree Rd Ste 200  
Wexford PA 15090-9288  
724-940-1880 (ET)

CT—Central Time  
ET—Eastern Time  
PT—Pacific Time





## Important Information Requested

1. If this is your first time filing an intangible tax return, complete the following:

Date of incorporation .....

Example:    Month   Day    Year  
  |   |

Date you began business in Florida ....

2. If your filing status has changed, enter the previous FEIN, the new FEIN, and the new filing status:

Previous FEIN

New FEIN

### Filing Status

- |  |   |
|--|---|
| <input type="checkbox"/> Fiduciary   | <input type="checkbox"/> Final Return                                       |
| <input type="checkbox"/> Affiliated Group of Corporations<br>(Must Submit List, See Page 10) | <input type="checkbox"/> Information Return Only<br>(Filed Under SSN _____) |
| <input type="checkbox"/> Partnership   | <input type="checkbox"/> Trustee  |
| <input type="checkbox"/> Corporation   |   |

3. If your name/mailling address has changed or is incorrect, complete the following:

Name of Taxpayer(s) \_\_\_\_\_ Attention or In Care of \_\_\_\_\_

New Address \_\_\_\_\_ City/State/ZIP \_\_\_\_\_

Telephone Number (\_\_\_\_\_) \_\_\_\_\_ Signature \_\_\_\_\_

Tax Calculation Worksheet	
1. Enter Total Taxable Intangible Assets from Schedule A, Line 6	\$ _____
2. Subtract Standard Exemption (fiduciaries and agents are not allowed an exemption when filing on behalf of another person)	-\$250,000
3. Taxable Assets	\$ _____
4. Multiply by Tax Rate	_____ x .001
5. Tax Due Carry Amount to Schedule A, Line 7 <b>If Tax Due is less than \$60, you do not need to file or pay unless you elect to file for your shareholders.</b>	\$ _____

Tax Credit Worksheet (See Instructions, Page 8.)	
A. Intangible Tax Paid to Another State Identify State: _____	A. _____
B. Cleanup of Contaminated Dry-Cleaning/ Brownfield Sites (if credit not taken on F-1120)	B. _____
C. Total Credit (Line A plus Line B) Enter on Schedule A, Line 8	C. _____

# 601-C

### Is the Corporation Filing as Agent for its Shareholders?

If yes, complete Schedule E and attach a copy of the notice used to inform the shareholders of this election. If no tax is due, do not mail this return. Notify the Department of your election by TeleFile or by Internet. (See Instructions, Page 5.)

Neither foreign currency nor funds drawn on other than U.S. banks will be accepted.

State law requires a service fee for returned checks or drafts of \$15 or 5% of the face amount, whichever is greater, not to exceed \$150 [s. 215.34(2), F.S.].

**Make check payable to:** Florida Department of Revenue  
(Include FEIN on check)

**Mail to:** FLORIDA DEPARTMENT OF REVENUE  
5050 W TENNESSEE ST  
TALLAHASSEE FL 32399-0140

# 2004 Florida Intangible Personal Property Tax Return for Corporation, Partnership, and Fiduciary Filers — Information and Instructions

## COMMON QUESTIONS AND ANSWERS

**? What is the Florida Intangible Personal Property Tax?** It is an annual tax based on the market value, as of January 1, of the intangible personal property owned by a Florida business or by a non-Florida business that has a tax situs in Florida.

**? What is the Legal Reference?** Rule 12C-2, Florida Administrative Code (F.A.C.), and Chapter 199, Florida Statutes (F.S.).

**? What is Intangible Personal Property?** It is defined as all personal property that is not itself valuable, but is valuable because of what it represents. The most common examples are:

- Shares of stock issued by any corporation.
- Bonds issued by corporations or state, county, or municipal governments outside the State of Florida.
- Shares or units of ownership in mutual and money market funds, and limited liability companies.

**? Who Must File a Return?** Corporations, limited liability companies, partnerships, affiliated groups, and fiduciaries owing tax of \$60 or more, before any discount is applied for early filing.

**? When is the Return and Tax Due?** Intangible tax for the year 2004 may be paid as early as January 1, 2004, and is late after June 30, 2004. Your return and payment must be submitted or postmarked no later than June 30. If the 30th falls on a Saturday, Sunday, or a legal state or federal holiday, your return and payment must be submitted or postmarked no later than the first business day following the 30th. When filing or paying electronically, the return and/or payment must be initiated by 5:00 p.m., ET, on the last business day prior to June 30 to be considered timely.

**? Can I Get an Extension of Time to File My Return?** An extension for filing your return may be requested by using our TeleFile system at 1-800-550-6713 or by filing Form DR-602 by June 30. The Department will grant an extension for filing your return until September 30.

### Important Notes on Extensions:

- If you use TeleFile to request an extension, your account will be updated automatically and no paperwork is required.
- If you use Form DR-602 to file for an extension, we will need your Federal Employer Identification Number (FEIN).
- Requests for extensions must be filed by June 30 of the tax year. Requests submitted or postmarked after this date will be denied regardless of whether June 30 falls on a Saturday, Sunday, or a state or federal holiday.
- The extension period ends on September 30 even if it falls on a weekend or holiday. The return and payment MUST be submitted or postmarked on or before September 30.
- An extension grants relief from penalty only. Interest on any unpaid tax accrues from June 30 until the date the tax is paid. There will be no penalty due, provided you file your return and pay the tax on or before September 30. If you fail to file your return on or before September 30, the extension is rendered void, and all applicable penalties and interest accrue from June 30 through the date the return is filed and tax is paid.

## ? How Do I File My Return and Pay the Tax?

If Line 7 of your DR-601C is \$60 or more, you are required to file and pay. There are two methods available for filing your return and paying your tax.

1. **Filing and Paying Electronically** – All entities, other than affiliated groups electing to file consolidated, can file and pay online. Filing your intangible tax through the Internet is easy, safe, convenient and free. Fill in the schedules, and the calculations are done for you. All supporting documentation, including a copy of your federal balance sheet, must be kept with your records. Filing and/or payment must be initiated by 5:00 p.m., ET, on the last business day prior to June 30 to be considered timely. Tax due will be debited from your bank account. You will need your bank account number and bank routing number. An example showing where to find these numbers on a blank check is on the filing site. You will receive an automatic confirmation page that you can print for your records. Access e-Filing at [www.myflorida.com/dor](http://www.myflorida.com/dor) (**Affiliated Groups – see Page 6**).
2. **Filing by Mail** – If you are an affiliated group filing consolidated, or you are not registered to file ACH credit, or you obtained a waiver of the electronic filing requirement, you can file Form DR-601C and remit the tax due. Using this method requires that you include all applicable schedules and supporting documentation. Any major differences between your federal balance sheet and return should be explained.

**Note:** If Line 7 of your DR-601C is less than \$60, you are not required to file.

**However, if your corporation has elected to file as agent for its shareholders, you must notify the Department even if no tax is due. Please do not send your notification by mail. There are two methods available that you can use.**

1. **TeleFile** – If you have filed with us in the past and are on our database you can use our TeleFile system by dialing 1-800-550-6713 from a touch-tone phone and following the prompts. You will need your Federal Employer's Identification Number. Be sure to record the confirmation number for your records.
2. **Online Zero Tax Due Notification System** – You can access this system through e-filing at [www.myflorida.com/dor](http://www.myflorida.com/dor). You will need your Federal Employer's Identification Number, name and address of your business, and the tax years for which you wish to file.

**? What if I Overpaid My Tax?** If you find that you have overpaid your tax on a prior year's return, you **must submit an Application for Refund** (Form DR-26I). All amended returns must have a DR-26I attached. The Department cannot process your refund claim without the submission of this form. For information on obtaining this form, see Page 2.

If you overpaid your **current** year's tax with an extension of time, or you made a calculation error on Schedule A, the overpayment will be refunded to you as soon as your return goes through our verification process. You do not need to notify us or to file an *Application for Refund*. Please allow 120 days from the time you file your return.

Some common refund situations that require a DR-26I and documentation, to support a refund claim, are listed below:

**If tax was paid on receivables secured by real property:**

- Copy of the recorded mortgage and amortization schedule.

**If tax was paid on overstated receivables:**

- Breakdown of all receivables.

**If tax was paid on overstated or overvalued assets:**

- Copy of the complete, year-end, broker statement (Not 1099 - Interest Form).

**If tax was paid on exempt investments:**

- Bank statement for exempt bank account.
- Prospectus and annual report for mutual funds.
- Prospectus, notice of offering, or partnership agreement for limited partnerships.

**If tax was paid on exempt trust:**

- Copy of trust agreement.
- List of trustees and beneficiaries' names and addresses.
- Broker statements for all trust assets.

**If tax was paid by an exempt organization:**

- Copy of federal registration as a 501(c)(3) organization.

**Additional documentation may be necessary. Examples are:**

- A copy of the original filed tax return *and/or*
- A copy of the cancelled check (front and back) used to pay the tax.

**?** If you have any questions about which documentation may be necessary to support your claim for refund, **please call 850-488-8937**, or you may write:

REFUND SUB-PROCESS  
FLORIDA DEPARTMENT OF REVENUE  
PO BOX 6470  
TALLAHASSEE FL 32314-6470

Taxes paid prior to October 1, 1994 are barred from refund by a two-year statute of limitation. For taxes paid on or after October 1, 1994, but before July 1, 1999, the limitation for claiming a refund is extended to five (5) years. For taxes paid on or after July 1, 1999, the limitation for claiming a refund is three (3) years from the date the tax is paid.

**?** **What if I Underpaid My Tax?** If you discover that intangible property was undervalued on, or omitted from, your tax return, you should file an **amended return** (Form DR-601C). The "amended return" box should be checked and the return is to be **completed in its entirety**, as if it were an original filing. Pay only the additional tax due. If the return is submitted or postmarked after June 30, you will be subject to penalty and interest on additional taxes not paid. Explain by separate letter, included with the amended return, whether the property was undervalued or omitted. You may not file an amended return in an overpayment situation.

## GENERAL INFORMATION

**Confidentiality** – Intangible tax returns are not public records under Florida law. All information contained in them is held confidential by the Department. Disclosure of any information to anyone other than authorized tax authorities of federal or state governments is a misdemeanor.

**Personal Representatives** – Personal representatives are required to file an information return listing all intangible property owned by the estate, if the beneficiaries are including the estate on their personal returns. The information return advises the Department of Revenue: 1) that the beneficiaries have filed returns, including the intangible property on their personal returns; and 2) under what Federal Employer Identification Number (FEIN) or Social Security Number (SSN) the returns have been filed.

**Affiliated Group Filing** – An affiliated group of corporations or limited liability companies may elect to file a consolidated return for the tax year. This election is available each year and is not binding for future years. However, the election must be exercised by filing a consolidated return on or before June 30 of the tax year. Once the election has been made it cannot be revoked for the year in which it is made. If the election is not timely exercised, the members of the affiliated group must file separate returns for the tax year.

For intangible purposes, "affiliated group" means one or more chains of corporations or limited liability companies connected through stock ownership or membership interest in which:

- Stock or membership interest in a limited liability company possessing at least 80% of the voting power of all classes of stock or membership interest in a limited liability company and at least 80% of each class of nonvoting stock or membership interest in a limited liability company of each included corporation or limited liability company, except for the common parent corporation or limited liability company, is owned directly by one or more of the other corporations; *and*
- The common parent corporation or limited liability company directly owns stock or membership interest in a limited liability company possessing at least 80% of the voting power of all classes of stock or membership interest in a limited liability company and at least 80% of each class of the nonvoting stock or membership interest in a limited liability company of at least one of the other corporations or limited liability companies.

The terms "nonvoting stock" and "membership interest in a limited liability company" do not include nonvoting stock or membership interest in a limited liability company which is limited and preferred as to dividends. The fact that members of an affiliated group own stock in corporations, which do not qualify under the stock ownership requirements as members of the affiliated group will not preclude the filing of a consolidated return on behalf of the qualified members.

When filing an affiliated group return, inter-company accounts receivable and the parent's investment in its subsidiaries are eliminated. However, the capital stock, membership interest and other inter-company accounts of nonqualified members of the group may be taxed. Also, the investment in the capital stock or membership interest of the parent by a member of the group may be taxed. An item of intangible property that is not taxable does not become taxable when included on a consolidated return. A consolidated balance sheet must be included with the return along

with a separate balance sheet for each of the included members of the group. This balance sheet must identify and separately state all inter-company accounts receivable of each included member of the group.

In addition to the required balance sheets, affiliated groups filing consolidated returns must supply the Department with the following information for both the parent corporation and each included corporation:

- Name
- Federal Employer Identification Number
- State of Charter and Charter Number
- Mailing Address
- City, State, and ZIP

**Non-Florida Businesses** – Non-Florida businesses with an established commercial domicile in Florida are subject to Florida intangible tax. A business shall have a taxable situs in Florida when it acquires a commercial domicile in Florida. A commercial domicile is established in this state when the business maintains its chief or principal office in this state, where executive or management functions are performed, or where the course of business operations is determined. A non-Florida business that does not have a commercial domicile in this state but has a business location from which it conducts business with Florida customers or has employees that conduct business at a Florida customer's location has a taxable situs.

All bills, notes, obligations for the payment of money, or credit balances arising out of or issued in connection with the sale of property or services to customers in this state are to be included on the company's return. These types of intangible property are subject to taxation regardless of where they are kept, approved, paid, or whether the employee, agent or representative of the company has any discretionary authority.

**Florida Department of State** – A non-Florida corporation may not transact business in Florida until it obtains a certificate of authority from the Department of State, Division of Corporations. Penalties are assessed for noncompliance.

Both Florida and non-Florida corporations must file a Uniform Business Report yearly to maintain "active" status. To verify compliance or corporate status with the Department of State, Division of Corporations, call 850-488-9000.

**Florida Corporate Income Tax Filing Requirement** – Most corporations should also file a Florida corporate income tax (CIT) return. Although special rules apply to certain types of corporations, such as S-Corporations, tax exempt organizations and limited liability companies, generally all Florida and out-of-state corporations, associations and other entities that conduct business, earn or receive income, or exist in Florida must file a CIT return, Form F-1120 or F-1120A. Florida partnerships that have partners subject to CIT should also file an information report, Form F-1065.

**Items Exempted from Intangible Personal Property Tax** – The following types of intangible property are exempt from taxation (not taxable):

1. **Franchises.**
2. **Interest** in a general partnership.
3. **Interest in a limited partnership** not registered with the Securities and Exchange Commission.

4. **Bonds, notes, and other obligations** issued by the State of Florida; its counties, municipalities, or other taxing districts; and the U.S. government and its agencies, territories and possessions, the Commonwealth of Puerto Rico, Guam, U.S. Virgin Islands, American Samoa, and the Northern Marianas. These investments may be taxable when held in a fund. If the fund is incorporated, the entire fund is taxable. (The exemption does not apply to municipal bonds issued by other states.)
5. All intangible property held in an **employee welfare, benefit, or retirement plan** qualified under section 401, U.S. Internal Revenue Code (I.R.C.), as amended.
6. All intangible property held in an **Individual Retirement Account (IRA)** qualified under sections 408 (IRA), 408a (Roth IRA), and 530 (Education IRA), U.S. I.R.C., as amended.
7. All intangible property held in a **deferred compensation plan** that is offered to governmental employees and is qualified under section 457, U.S. I.R.C., as amended.
8. Intangible property owned by **tax exempt religious, tax exempt educational, or tax exempt charitable institutions** qualified under section 501(c)(3), U.S. I.R.C., as amended.
9. Companies registered under the **Investment Company Act** of 1940, U.S.C., s. 80, a. 1052, are exempt from the intangible tax on the intangible property they own. This exemption does not include the shares or units issued by such funds. (See item 12)
10. **Notes and other obligations**, except bonds, to the extent secured by lien on real property located inside or outside the state.
11. **Money** – this includes cash on hand, cash in the bank, certificates of deposits, annuities, and similar instruments.
12. **Units of a registered investment company which is organized under a trust agreement** (unit investment trust or Massachusetts-type business trust) shall be exempt if 90% of the net asset value of its portfolio of assets is exempt from intangible personal property tax. **If the fund is incorporated, the entire fund is taxable.**
13. Every **liquor distributor** domiciled in this state, authorized to do business under the Beverage Law, and who has paid the license taxes required by s. 565.03(2), Florida Statutes (F.S.), is exempt from paying tax on accounts receivable owned by the taxpayer that are derived from, arise out of, or are issued in connection with a sale of alcoholic beverages transacted in another state with a customer in another state.
14. Real estate mortgage investment conduits (**REMICs**) and financial asset securitization trusts (**FASITs**) secured by mortgage.
15. **Accounts receivable** arising out of the normal course of trade or business.
16. Intangible personal property that is managed or controlled by a Florida resident acting as an agent or fiduciary of a nonresident is no longer subject to the annual intangible tax.
17. Intangible personal property owned, managed, or controlled by a trustee of a trust is exempt from the annual intangible tax. *Note: Residents of Florida who have a taxable beneficial interest in a trust will be responsible for filing a return that includes their taxable beneficial interest in the trust.*

**Note:** Assets exempt from federal income tax are not necessarily exempt from Florida's intangible tax.

**SCHEDULE A INSTRUCTIONS**

**Form DR-601 C**

The front of the DR-601C is referred to as Schedule A. Before entering amounts on Lines 1-5 on Schedule A, read the instructions for Schedules B, C, D, and E. Complete the appropriate schedules and include them with Schedule A.

If you received a pre-addressed form, please verify all information including your Federal Employer Identification Number. If any information has changed or is incorrect, note the correct information in the Important Information Requested section on the back of your intangible tax return.

If you received a form that was not pre-addressed, please print or type the name, address, and Federal Employer Identification Number at the top of your return (Schedule A) and on the PAYMENT COUPON attached to the bottom of the return.

Be sure to indicate your filing status with an "X" in the appropriate box. If you indicate that an information return is being filed for the purpose of notifying the Department that the return and tax are being submitted under a Social Security Number (SSN), as an individual or joint filing, enter the SSN in the space provided on the back of your return.

- Line 1 Accounts Receivable** – Enter only the amount of accounts receivable that were **not** a part of your normal business activity.
- Line 2 Loans and Notes Receivable** – Enter the total from Schedule B, Line 14, DR-601CS.
- Line 3 Bonds** – Enter the total from Schedule C, Line 15, DR-601CS.
- Line 4 Stocks, Mutuals, Money Market Funds, Limited Partnership Interests, and Beneficial Interest in Any Trust** – Enter the total from Schedule D, Line 16, DR-601CS.
- Line 5 As Agent for Stockholders** – Enter the total from Schedule E, Line 17, DR-601CS.
- Line 6 Total Taxable Intangible Assets** – Enter total of Lines 1 through 5. This is the total value of all taxable intangible property included on the return.
- Line 7 Tax Due** – Enter the Tax Due from Line 3 of the Tax Calculation Worksheet located on the back of Schedule A. If the amount is less than zero, enter "0."
- Line 8 Credits** – Use the Tax Credit Worksheet on the back of Schedule A to determine the amount of credit allowed for intangible taxes paid in another state or credit for cleanup of contaminated sites.

**Tax Credit Worksheet Instructions**

- Line A** Use this line to claim the tax credit for intangible taxes paid for the same year on the value of intangible personal property subject to an intangible tax in another state and subject to tax in Florida.
- Line B** A credit of 35% of the cost of voluntary cleanup or rehabilitation of contaminated sites is allowed against the intangible tax due in any year, less any credit taken under former s. 220.68, F.S., for corporate income tax.
- Line C** Total the amounts on Lines A and B. Enter on Line C and on Schedule A, Line 8 of the return.

**Line 9 Total Tax Due** – Subtract Line 8 from Line 7 and enter the difference.

**Line 10 Discount** – You may claim a discount for early payment, provided the payment is submitted or postmarked on or before the last day of the month for which the discount is claimed. The discount is calculated by multiplying the Total Tax Due (Line 9) by the applicable percentage, using the chart below. **Discounts are not extended when the last day of the month falls on Saturday, Sunday, or a legal state or federal holiday.**

Discount Periods	Discount	If Submitted or Postmarked on or Before
January or February	4%	Sunday, February 29, 2004
March	3%	Wednesday, March 31, 2004
April	2%	Friday, April 30, 2004
May	1%	Monday, May 31, 2004
June	0%	No Discount Available

**Line 11 Penalty and Interest** – The return, with full payment of the tax must be made no later than June 30, of the applicable tax year, to avoid penalty or interest. If June 30 falls on Saturday, Sunday, or a legal state or federal holiday and the return is submitted or postmarked on the next business day, it is considered timely. Payments made or returns filed after the due date are subject to 10% penalty per month (or portion of a month) up to a maximum of 50%. Late payments are subject to interest.

**Penalties** – If your return is submitted or postmarked after the due date, either delinquency or specific late filing penalty applies.

**Delinquency Penalty** – A delinquency penalty is assessed on tax not paid by June 30. The penalty rate is 10% per month or portion of a month, not to exceed a maximum of 50% of the tax due.

**Specific Late Filing Penalty** – Specific late filing penalty is assessed on tax returns submitted or postmarked after June 30. The penalty rate is 10% per month or portion of a month, until the return is filed, not to exceed a maximum of 50% of the tax due.

The combined total of the delinquency penalty and specific late filing penalty cannot exceed 10% per month or portion of a month not to exceed a maximum of 50% of the tax due.

**Penalty for Late Filing of Information Notices** – A penalty for late filing, of \$100, is due when the information notice, required to be filed by a corporation filing as agent for its shareholders under ss. 199.057, F.S., is filed after the due date.

**Note:** If you have a valid extension of time, see the extension of time section on Page 5.

**Interest** – Interest is due on the amount of tax not paid by June 30. A floating rate of interest applies to underpayments and late payments of tax. The rate is updated January 1 and July 1 of each year by using the formula established in s. 213.235, F.S. Contact the Department to obtain interest rates (see Page 2).

Penalty and Interest Calculation Worksheet				
Penalty	Penalty	Tax Due	Penalty Rate	Penalty Due
		Delinquency and/or Specific Penalty	X	=
	Information Notice Filing Penalty			<b>\$100.00</b>
Interest	Tax Due	Days Late	Daily Interest	Interest Due
	X	X	*varies =	
<b>Total Penalty and Interest Due</b>				
<i>Transfer Total Penalty and Interest Due to Schedule A, Line 11.</i>				

\*Daily interest = the current interest rate ÷ 365 (366 during leap years).

**Line 12 FOR DOR USE ONLY.**

**Line 13 Total Due** – Enter the result of Line 9 minus Line 10, if applicable. If the return is filed after June 30, enter the result of Line 9 plus Line 11.

**Signature** – Be sure to sign the return and verify the company name, address, and FEIN.

**Instructions for Completing the Payment Coupon**

**Line 13a Total Due from Line 13** – Enter the total from Schedule A, Line 13.

**Line 13b Less Amount Paid with Extension** – If Form DR-602, *Extension of Time*, was filed and a payment made, enter the amount on Line 13b. If no payment was made, enter zero. If you overpaid the tax due, the difference will be refunded as soon as your return goes through our verification process. You do not need to file an *Application for Refund* (Form DR-261). Please allow 120 days from the time you file your return.

**Line 13c Total Due** – Enter the total of Line 13a minus Line 13b. Pay this amount.

**SCHEDULE B, INSTRUCTIONS (DR-601CS)**

**Loans and Notes Receivable**

Use this schedule to report loans and notes receivable owned by the company on January 1 of the tax year. All loans and notes receivable are to be valued, for tax purposes, at their unpaid balance as of January 1 of the tax year. You may deduct a reasonable allowance for uncollectable accounts.

**Line 14 Total** all loans and notes receivable on Line 14. Transfer this total to Schedule A, Line 2.

**SCHEDULE C, INSTRUCTIONS (DR-601CS)**

**Bonds**

Use Schedule C to report all taxable bonds owned by the company on January 1 of the tax year. See exemptions section on Page 7 for information about bonds that may be exempt. This schedule requires you to provide specific information about each bond.

**Completing Schedule C:**

**Column A** Name of Issuer, Series – Enter the issuer and series of the bond.

**Column B** Face Value Per Bond – Enter the denomination or dollar amount stated on the face of each bond.

**Column C** Interest Rate – Enter the rate of interest paid to you by the bond issuer.

**Column D** Maturity Date – Enter the maturity date on which you will be paid the full amount of the bond.

**Column E** Number Owned – Enter the number of bonds you owned on January 1 of the tax year for the denomination shown in Column B.

**Column F** Per \$100 Value – Enter the quoted market price of the bond per \$100 value. (Bonds have historically been valued in units of \$100 and the price generally found as the quoted market price on an exchange.) If you know the total market value per bond or the total market value for all the bonds on each line and not the per \$100 value, you may skip this column.

**Column G** Total Taxable Amount – Enter the total taxable amount of all the bonds you have listed on each line. For each line, the amount is derived in one of three ways:

- If the per \$100 value is known, multiply Column B by Column E, then divide the product by 100, and multiply this product by Column F; *or*
- If the per bond value is known, multiply the market value per bond by Column E; *or*
- If provided by your broker, enter the total market value for all bonds.

**Line 15** Total all entries in Column G and enter the result on Line 15. Transfer this amount to Schedule A, Line 3, on the return.

**SCHEDULE D, INSTRUCTIONS (DR-601CS)**

**Stocks, Mutuals, Money Market Funds,**

**Limited Partnership Interests, and**

**Beneficial Interest in Any Trust**

**Determining Taxable Value** – Shares of stock or the interest of a limited partner in a limited partnership which is registered with the Securities and Exchange Commission are valued at their closing market value on the last business day of the previous calendar year. Shares or units of mutual funds, money market funds, or unit investment trusts are valued at net asset value (unless completely or partially exempt) on the last business day of the previous calendar year. (See exemptions, Page 7, item 12.) All shares of stock or units of a mutual fund or money market fund owned by a Florida resident are subject to tax regardless of the physical location of the stock or unit certificates or the location of the issuing company. **(Many newspapers publish the closing market value for most stocks, and mutual and money market funds in their January 1 issue.)**

Shares of stock, money market funds, mutual funds, or an interest in a limited partnership registered with the Securities and Exchange Commission, which are not regularly traded on the open market, are to be valued using generally accepted methods of valuation. This includes shares of stock in corporations that are closely held and NOT regularly traded on the open market. Book value alone is not an acceptable method of valuing closely held stock for intangible tax purposes. Rule 12C-2.010(1)(c), F.A.C., lists some acceptable valuation techniques as well as several other factors that must be considered when determining a market value for these securities. Internal Revenue Ruling 59-60 also details some methods the Florida Department of Revenue has found acceptable. Shares of restricted stock may be subject to a discount, reducing the taxable value. The amount of discount depends on the circumstances in each situation. Any discount taken is subject to verification by audit. Securities purchased on margin are taxable to the purchaser at their full market value.

Unless exempt on Page 7, item 12, mutual and money market funds are subject to intangible tax. How the mutual or money market fund is organized determines how the fund is valued for intangible tax purposes. These funds are typically organized as either a corporation or a business trust, and are valued using the guidelines below:

1. Incorporated mutual or money market funds are fully taxable regardless of the kinds of assets contained within the fund's portfolio of investments. (Refer to the fund's prospectus to determine how the fund is organized.)
2. Shares of a mutual or money market fund organized as a business trust are subject to intangible tax at their net asset value. The fund's net asset value may be prorated as follows:
  - If the fund's portfolio of assets is 90% or more U.S. government securities, the shares of the fund are exempt from intangible tax.
  - If the fund's portfolio of assets is 90% or more Florida government securities, the shares of the fund are exempt from intangible tax.
  - If 90% of the fund's portfolio of assets is a combination of U.S. and Florida government securities or other exempt securities, the shares of the fund are exempt from intangible tax.
  - If less than 90% the fund's portfolio of assets is a combination of U.S. government securities, Florida government securities and other securities such as stocks or securities issued by a state other than Florida, only the value of the U.S. government securities may be proportionately removed from the total net asset value of the fund's shares. (Do not enter the exempt portion on Schedule D.)
  - If the fund's portfolio of assets is securities that are not exempt from intangible tax, the entire net asset value of the fund's shares are taxable.

#### Completing Schedule D:

<b>Column A</b>	Name of Company – Enter the name of company issuing stocks.
<b>Column B</b>	Class – Enter the class of shares or units owned. (i.e., common, preferred, class A, etc.)
<b>Column C</b>	Number of Shares – Enter the number of shares of each class of stock owned.
<b>Column D</b>	Just Value Per Share – Enter the just value per share of stock or the market price per share.
<b>Column E</b>	Total Just Value – Enter the total just value or the total market value of each class of stock owned. This total is obtained by multiplying Column C by Column D.

#### Numeric Equivalents for Fractions Used in Stock Price Quotes

1/16 = .0625	6/16 = .375	11/16 = .6875
2/16 = .125	7/16 = .4375	12/16 = .75
3/16 = .1875	8/16 = .50	13/16 = .8125
4/16 = .25	9/16 = .5625	14/16 = .875
5/16 = .3125	10/16 = .625	15/16 = .9375

**Line 16** Add all entries and enter the result on Line 16. Transfer this amount to Schedule A, Line 4 on the return.

#### SCHEDULE E, INSTRUCTIONS (DR-601CS)

##### Corporations Only – Filing As Agent for Florida Stockholders

Corporations may annually elect to file and pay the intangible tax as agent for their shareholders. Florida shareholders must be notified by April 1 that the corporation made the election to pay the tax as agent for them. The Department must be notified of the election on or before June 30 of the tax year. If tax is due, and the return is being filed by June 30, the election can be made on the return. A representative copy of the notice given to the Florida shareholders must accompany the corporation's return, if the paper filing method is used. If an extension of time to file is granted or no tax is due, the election can be made by TeleFile at 1-800-550-6713 or by using the Department's Online Zero Tax Due Notification System. In the case of an extension, the actual return remitting the tax can be filed at a later date. **Once the election to file as agent has been made, it cannot be revoked or amended for that year. As a courtesy, corporations may include loans or advances from Florida stockholders on Schedule E and pay the tax on their behalf.**

#### Completing Schedule E:

<b>Column 1</b>	List the number of outstanding shares, by class of stock.
<b>Column 2</b>	List the number of shares of stock held by Florida residents.
<b>Column 3</b>	List the just value per share of each class of stock. (to determine the value of closely held stock, see instructions for Schedule D)
<b>Column 4</b>	List the total value of shares outstanding of each class of stock.
<b>Column 5</b>	List the total taxable amount of each class of stock held by Florida residents. This value is obtained by multiplying the figure in the second column by the figure in the third column. If the product is a zero or negative value, enter "0".

**Note:** On the last line of this schedule, a corporation may pay the tax on loans or advances made to the corporation by Florida shareholders. **Under no circumstance is a negative value for any class of stock to be used to reduce the value of another class of stock or the value of loans or advances from stockholders.**

**Line 17** Total all entries in Column 5 and enter the result on Line 17. If the total shown on Line 17 is zero or less, enter zero. Transfer the total to Schedule A, Line 5 on the face of the return.