

## INSTRUCTIONS FOR IDAHO FORM PTE-12

### GENERAL INSTRUCTIONS

A pass-through entity (PTE) transacting business in Idaho, including a trust or estate with income taxable in Idaho, must file a composite return or withhold amounts from the pass-through income of individual nonresidents unless the individual files an Idaho Nonresident Owner Agreement or is an owner for which the PTE is not required to withhold. Withholding is not required on individuals with income of less than \$1,000 for the tax year. The withholding is a prepayment of Idaho income tax for the nonresident owner.

Form PTE-12 is the reconciliation schedule to be included with the PTE's Idaho income tax return as required by Idaho Code Section 63-3036B. Each owner's complete information is required on the PTE-12.

### SPECIFIC INSTRUCTIONS

#### Heading

Enter the PTE's name and Employer Identification Number (EIN) in the space provided.

#### PTE Tax Year Ending

Enter the ending date of the PTE's taxable year.

#### Contact Name and Telephone Number

Enter the name, telephone number, and email address of a person who may be contacted regarding the information reported on Form PTE-12.

#### Owner's Name and Social Security Number

Enter the name and corresponding Social Security number of each owner as it will appear on their Idaho income tax return, one owner per line.

#### Address

Enter the owner's address, city, state and ZIP Code.

### Filing Option

Enter one of the following letters corresponding to the filing option for the owner:

- R** if an Idaho resident or part year resident filing their own Idaho return.
- N** if exempt from backup withholding. Withholding is not required on income of less than \$1,000 or on the income of owners and beneficiaries who are not natural persons (including corporations, partnerships, trusts, and estates).
- C** if included in a composite return.
- W** if the entity is paying withholding.
- A** if the owner has provided an Idaho nonresident owner agreement.

By entering the "A" filing option, the PTE agrees that they have received and approved the nonresident owner agreement from the individual and acknowledge that they are liable for any tax due if the individual fails to file a return as agreed.

### Idaho Distributable Income

Enter the total amount of the owner's pass-through income.

This includes the pro rata or distributive share of income including guaranteed payments to a partner multiplied by the pass-through entity's Idaho apportionment factor.

### Income Tax Withheld/Paid By Entity

Enter the total amount of tax paid on behalf of the pass-through owner.