

2016 Credit for Increased Excise Taxes

For information or help, call one of the numbers listed:

Phoenix (602) 255-3381
From area codes 520 and 928, toll-free (800) 352-4090

Tax forms, instructions, and other tax information

If you need tax forms, instructions, and other tax information, go to the department's website at www.azdor.gov.

Income Tax Procedures and Rulings

These instructions may refer to the department's income tax procedures and rulings for more information. To view or print these, go to our website and click on *Legal Research* then click on *Procedures* or *Rulings* and select a tax type from the drop down menu.

Publications

To view or print the department's publications, go to our website and click on *Publications*.

Who Can Use Form 140ET?

NOTE: You *must* have a Social Security Number (SSN) that is valid for employment to claim this credit.

If you also claim a credit for your spouse and/or qualifying children, your spouse and qualifying children *must* each have a valid SSN or individual taxpayer identification number (ITIN) issued by the Internal Revenue Service.

Do **not** file Form 140ET if you are filing an income tax return using Arizona Form 140, Form 140A, Form 140EZ, or Form 140PY. You may claim this credit on those forms by completing the worksheet in the instructions for those forms.

If you meet **all** of the following you may claim a credit for increased excise taxes paid using Form 140ET. Complete Form 140ET to figure your credit.

File Form 140ET **only** if you meet the following:

- You are not required to file an income tax return and you do not qualify for the property tax credit on Arizona Form 140PTC.
- You were an Arizona resident during 2016.
- You are not claimed as a dependent by any other taxpayer.
- You were not sentenced for at least 60 days of 2016 to a county, state, or federal prison.

NOTE: For complete information about how incarceration affects this credit, see the department's publication, *Pub. 709, Excise Tax Credit – How Does Incarceration Affect Eligibility*.

- Your federal adjusted gross income is:
 - \$25,000 or less if you are married filing a joint claim,
 - \$25,000 or less if you are filing as head of household,
 - \$12,500 or less if single, or
 - \$12,500 or less if married filing a separate claim.

Your federal adjusted gross income is income that you must report on your federal income tax return less adjustments to

income allowed on the federal income tax return. If you are not sure if your federal adjusted gross income meets the limit, you may want to complete a federal income tax return.

NOTE: The credit cannot exceed \$100 per household. Do not file Form 140ET if someone else in your household has already claimed \$100 of the credit. If someone else in your household has filed Form 140ET claiming less than \$100, you may file Form 140ET. The total of all credit claims filed from your household cannot be more than \$100.

How do I Know if I Must File an Income Tax Return?

You must file an Arizona income tax return if:

- Your gross income is \$15,000 or more. Figure your gross income the same as you would figure your gross income for federal income tax purposes.
- Your Arizona adjusted gross income is \$11,000 or more if married filing a joint return.
- Your Arizona adjusted gross income is \$5,500 or more if single, head of household or married filing a separate return.

Your Arizona adjusted gross income is your federal adjusted gross income modified by additions and subtractions allowed under Arizona law. If you are not sure if your Arizona adjusted gross income meets this limit, you may want to complete an Arizona income tax return.

How do I Know if I Qualify for the Property Tax Credit?

You may claim the property tax credit using Arizona Form 140PTC if you meet **all** the following.

- You were either 65 or older in 2016 or, if under age 65, you were receiving Supplemental Security Income (SSI) Title 16 income from the Social Security Administration.
- You were an Arizona resident for the full year in 2016.
- You paid property tax on your Arizona home in 2016. You paid rent on taxable property for the entire year or you did a combination of both.
- If you lived alone, your total household income was under \$3,751. If you lived with others, the total household income was under \$5,501. To see what income is included in household income, see the Form 140PTC instructions.

Do not file Form 140ET if you are filing Form 140PTC. You may claim this credit on Form 140PTC.

When Should I File Form 140ET?

You should file this form by April 18, 2017. You may request an extension using Form 204.

NOTE: Because April 15, 2017, falls on a Saturday and District of Columbia Emancipation Day will be observed on April 17, 2017, you have until April 18, 2017, to file Form 140ET.

You do not have to include a copy of the extension with this form when you file, but make sure that you check box **82F** on page 1 of the form.

What if a Claimant Died?

If a claimant died before filing a claim for 2016, the taxpayer's spouse or personal representative may file and sign a Form 140ET for that person. A personal representative can be an executor, administrator, or anyone who is in charge of the deceased taxpayer's property.

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.

You must also complete **Arizona Form 131, Claim for Refund on Behalf of Deceased Taxpayer**. Place this form on top of Form 140ET.

How do I Amend a Claim?

For 2016, if you need to make changes to your claim once you have filed, you should file a corrected Form 140ET. Be sure to check box 95 at the top of the amended claim form.

General Instructions

Taxpayer Identification Number

Make sure that you enter your SSN on your claim form. Make sure that all SSNs and ITINs 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 claim form if SSNs and ITINs 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 140ET, make sure your SSN is the first number listed.

Identification Numbers for Paid Preparers

If you pay someone else to prepare your claim form, that person must also include an identification number where asked. A paid preparer may use any of the following:

- his or her PTIN,
- his or her SSN, or
- the EIN for the business.

A paid preparer who fails to include the proper identification number may be subject to a penalty.

Line-by-Line Instructions

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. If a joint claim, also enter your spouse's name and SSN or ITIN.

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.

Line 3 -

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

Boxes 4 through 7 - Filing Status

Use this section to determine your filing status. Check the correct box (4 through 7) on the Form 140ET.

Box 4 - Married Filing Joint Claim

You may file a joint claim if you were married as of December 31, 2016. You may also file a joint claim if your spouse died in 2016 and you did not remarry in 2016.

Box 5 - Head of Household

You may use the head of household status, only if one of the following applies:

- you qualify to file as head of household for federal income tax purposes; or
- you qualify to file as a qualifying widow or widower for federal income tax purposes.

For federal income tax purposes, you may be able to file as head of household if you meet **all** of the following requirements.

1. you are unmarried or considered unmarried on the last day of the year;
2. you paid more than half the cost of keeping up a home for the year; and
3. a qualifying person must live with you in the home for more than half the year (except for temporary absences, such as school).

To find out more about head of household or a qualifying widow or widower, see federal publication 501.

Box 6 - Married Filing Separate Claim

You may use this filing status if married as of December 31, 2016, and you elect to file a separate claim.

NOTE: *If you are married and you qualify to claim this credit, you **must** file a married filing separate claim if your spouse was sentenced for at least 60 days during 2016 to a county, state or federal prison.*

If you are filing a separate claim, check box 6 and enter your spouse's name and SSN on the second box 1.

Box 7 - Single

File a single claim if you were single on December 31, 2016. You are single if any of the following apply to you:

- you have never been married;
- you are legally separated under a decree of divorce or of separate maintenance; or
- you were widowed before January 1, 2016, and you did not remarry in 2016, and you do not qualify to file as a qualifying widow or widower with dependent children for federal income tax purposes.

Line 8 -

Read the information on page 2, under the heading “Who Can File Form 140ET?” and answer the question on page 1, line 8. If you answered, “No”, STOP! Do not file Form 140ET to claim this credit.

Line 9 - 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. **Do not list any dependent that is not an Arizona resident.**

On lines 9A1 through 9A3, enter each dependent's name and SSN or ITIN.

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 five 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 2016 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; and
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 four tests:

1. **Relationship Test.** The person must be either your relative or have lived in your home as a member of your household 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. But the person can file a joint federal return if the return is filed only as a claim for refund;
3. **Income Test.** The person’s gross income must be less than \$4,050; and
4. **Support Test.** You must have provided over half of the person’s total support in 2016.

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

Lines 10 through 14 -

Complete lines 10 through 14 as instructed on the form.

Direct Deposit of Refund

Complete the direct deposit line if you want us to directly deposit the amount shown on line 14 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 box 14A if the direct deposit will ultimately be placed in a foreign account. If you check box 14A, do not enter your routing or account numbers. If this box is checked, we will not direct deposit your refund. We will mail you a check instead.

Why Use Direct Deposit?

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

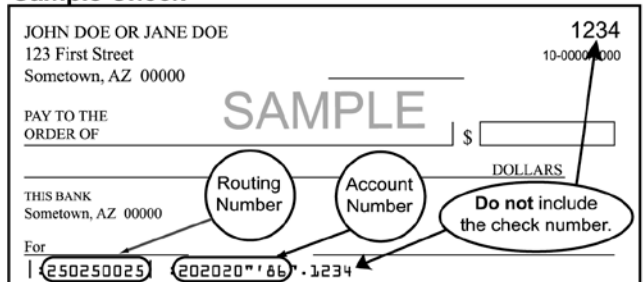
NOTE: We are not responsible for a lost refund if you enter the wrong account information. Check with your financial institution to get the correct routing and account numbers and to make sure your direct deposit will be accepted.

Routing Number

MAKE SURE YOU ENTER THE CORRECT ROUTING NUMBER.

The routing number must be nine 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 sample check, the routing number is 250250025.

Sample Check



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

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, 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.*

Instructions for Amending

Use this form to correct your credit if Form 140ET is the only form that you have filed.

If amending, check box 95 on the top of Form 140ET. Use the following lines to correct an already filed 2016 Form 140ET.

Line 15 -

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

1. Enter the total credit you received from your original 2016 Form 140ET.	\$
2. If this is not your first amended claim, enter any additional credit received from previously filed amended 2016 Form 140ET claims.	\$
3. Add lines 1 and 2. Enter the total.	\$
4. If this is not your first amended claim, enter any amount of credit you repaid with previously filed amended 2016 Form 140ET claims.	\$
5. Subtract line 4 from line 3. Enter the difference here and on Form 140ET, line 15.	\$

Line 16 -

If line 14 is larger than line 15, subtract line 15 from line 14. Enter the difference.

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

Line 17 -

If line 14 is less than line 15, subtract line 14 from line 15. Enter the difference.

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

- Make checks payable to: Arizona Department of Revenue.
- Write your SSN and tax year on the check.
- Include your check with Form 140ET.

The department cannot accept checks or money orders in foreign currency. You must make payment in U.S. dollars.

Electronic payment from your checking or savings account

You can make an electronic payment from your checking or savings account to pay your balance due for 2016. There is no fee to use this method. To make an electronic payment, go to www.AZTaxes.gov and click on the "Make a Payment" link.

Be sure to enter the correct routing number and account number for your checking or savings account. You will be charged a \$25 NSF (non-sufficient funds) fee if you provide an incorrect routing number or an incorrect account number. Check with your financial institution to get the correct account and routing numbers.

The "E-Check" option in the "Payment Method" drop-down box will debit the amount from the checking or savings account that you specify. If you make an electronic payment from your checking or savings account, you will receive a confirmation number. **Keep this confirmation number as proof of payment.**

NOTE: *You may not make an electronic payment from your checking or savings account if the payment will ultimately be coming from a foreign account. In this case, you must pay by check or money order.*

Credit card payment

You can pay with your Visa, MasterCard, Discover, or American Express credit card. Go to www.AZTaxes.gov and click on the "Make a Payment" link and choose the credit card option. This will take you to a third party vendor site (provider). The provider **will charge** you a convenience fee based on the amount of your tax payment. The provider will tell you what the fee is during the transaction; you will have the option to continue or cancel the transaction. If you complete the credit card transaction, you will receive a confirmation number. **Please keep this confirmation number as proof of payment.**

Instructions Before Mailing

- **DO NOT STAPLE YOUR RETURN. DO NOT STAPLE ANY DOCUMENTS, SCHEDULES OR PAYMENT TO YOUR RETURN.**
- Check to make sure that your math is correct.
- Sign your claim in the space provided on the bottom of the form.
- If amending a claim for a year before 2016, call one of the numbers listed on page 1 of these instructions.

Make sure you put enough postage on the envelope

The U.S. Post Office or United States mail service must postmark your return or extension request by midnight April 18, 2017.

The term "United States mail" includes any private delivery service designated by the United States Secretary of the Treasury pursuant to Internal Revenue Code § 7502(f) and the

term “postmark” includes any date recorded or marked by any such designated delivery service.

An income tax return that is mailed to the department is timely filed if it is delivered on or before its due date. Additionally, if the envelope or wrapper containing the return sent through the United States mail bears a postmark of the United States mail and that tax return is delivered to the department after its due date that return will be considered timely filed if all of the following apply:

1. The return was deposited in an official depository of the United States mail;
2. The date of the postmark is no later than the due date;
3. The return was properly addressed; and
4. The return had proper postage.

If the envelope or wrapper containing a return sent through the United States mail bears a private meter postmark made by other than the United States mail, the return is treated as timely filed if both of the following apply:

1. The private meter postmark bears a date on or before the due date for filing; and
2. The return is received no later than the time it would ordinarily have been received from the same point of origin by the same class of U.S. postage. If the return is received by the department within five business days of the private meter postmark date the department will consider this requirement satisfied.

You may also use certain private delivery services designated by the IRS to meet the “timely mailing as timely filed” rule.

For more information, see the department’s ruling, GTR 16-1, *Timely Filing of Income or Withholding Tax Returns Through the United States Mail*.

Where to Mail Form 140ET

Mail the completed Form 140ET to:

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