

E-Tax Preparation form

Title # _____

Grantor: _____ SS# or EIN# _____

Address: _____

Single Member LLC Multiple Members LLC/Partners

****Note: Please attach a document with all names and EIN/social security numbers for all members/partners.***

Grantor: _____ SS# or EIN# _____

Address: _____

Single Member LLC Multiple Members LLC/Partners

****Note: Please attach a document with all names and EIN/social security numbers for all members/partners.***

Grantee: _____ SS# or EIN# _____

Address: _____

Single Member LLC Multiple Members LLC/Partners

****Note: Please attach a document with all names and EIN/social security numbers for all members/partners.***

Grantee: _____ SS# or EIN# _____

Address: _____

Single Member LLC Multiple Members LLC/Partners

****Note: Please attach a document with all names and EIN/social security numbers for all members/partners.***

Premises: _____

Borough: _____ Block: _____ Lot: _____

Property type: _____ Purchase Price: _____

Percentage of Real Property which is Residential being conveyed: _____

Condition of Conveyance: _____

Date of Contract of Sale: _____ Date of Transfer: _____

Property size: _____ x _____ Is Buyer paying RPT/Trans Tax: _____ (yes or no)

Type of Interest Being Transferred: _____

Sellers Attorney: _____ Phone: _____

Address: _____

Buyers Attorney: _____ Phone: _____

Address _____

Tax Billing Address (if different than premises): _____

Date and Time of Closing: _____

Effective May 18, 2015, the NYC-RPT form will be revised to include two additional GRANTOR and GRANTEE types:

1. Single Member LLC
2. Multiple Member LLC

For any grantor and grantee that is a partnership or a multiple member LLC, the revised form will request the name and SSN/EIN for each general partner or member:

- Provide the requested information for each general partner or member in a supporting document with a separate page for each partnership or LLC. Include the name of the partnership or LLC.
- If the social security number or employer identification number is not provided, attach an affidavit attesting to the reasons the information is missing.

For NYC-RPT forms **created in ACRIS on or after May 18, 2015**, eTax and Cover Page creation will change as follows:

- When selecting a party type on the ACRIS eTax RPTT Grantor and Grantee tabs, an additional choice of Multiple Member LLC will display.
- When Multiple Member LLC is selected as a party type on the eTax RPTT Grantor and Grantee tabs, the following text will display:

Please include as a Supporting document to the NYC-RPT form a list that identifies the multiple member LLC name and EIN and provides all the member names and SSNs or EINs or an affidavit as to why SSNs/EINs are missing.

- When Partnership is selected as a party type on the eTax RPTT Grantor and Grantee tabs, the following text will display:

Please include as a Supporting document to the NYC-RPT form a list that identifies the partnership name and EIN and provides all the general partners names and SSNs or EINs or an affidavit as to why SSNs/EINs are missing.

- When the RPTT is brought into the Cover Page, if Multiple Member LLC is selected as a party type, a new Supporting Document will be checked requiring you to enter a page count:

NAME & TIN OF EACH MEMBER FOR ALL MULTI MEMBER LLCS / AFFIDAVIT FOR MISSING TINS

- When the RPTT is brought into the Cover Page, if Partnership is selected as a party type, a new Supporting Document - will be checked requiring you to enter a page count:

NAME & TIN OF EACH GENERAL PTR FOR ALL PARTNERSHIPS / AFFIDAVIT FOR MISSING TINS