

CITY OF HIGHLAND PARK INCOME TAX PARTNERSHIP RETURN

Instructions for Form HP-1065

Who Must File a Partnership Return

Every partnership that conducted business activities in the City of Highland Park, whether or not an office or place of business was maintained in the city, is required to file an annual return. Syndicates, joint ventures, pools and like organizations will also use Form HP-1065. A partnership may not elect to file as a corporation. So-called "tax option" corporations (under Secs. 1371-1377, Internal Revenue Code) must file as corporations on Form HP-1120.

FILING DATE: Calendar year taxpayers must file by April 30 each year. Fiscal year taxpayers must file within four (4) months after the end of their fiscal year.

Option to Pay Tax

The tax rate is 2% for residents, and 1% for nonresidents of the City of Highland Park.

At its election, the partnership may file either an information return or it may compute and pay the tax which is due with respect to each partner's share of the net profits of the business. The partnership may pay the tax for partners only if it pays for ALL partners subject to the tax.

REMITTANCE: Partnerships electing to pay the tax for all partners must remit the tax when filing the return if the tax due is one dollar (\$1.00) or more.

Make remittance payable to:

Treasurer, City of Highland Park

Mail to: INCOME TAX DIVISION

3401 EVALINE AVE.

HAMTRAMCK, MI 48212

Partnership as Taxpayer

If the partnership elects to pay the tax for the partners, the individual partners are not required to file a return if such partners have no other income subject to the tax. However, an individual return shall be required from any partner having taxable income other than his distributive share of the net profits of the partnership. (In such instances, a partner who is required to file an individual return should refer to the instructions for such return.)

If the partnership elects to pay the tax on behalf of the partners, then it assumes the status of a taxpayer to the extent that: (1) Timely payment must be made; (2) a Declaration of Estimated Income Tax, Form HP-1040-ES will be required if the total estimated tax for the partnership is expected to exceed \$100. The calendar or fiscal year of the partnership will govern in establishing the dates for filing the declaration and paying the estimated tax.

Income Taxable to Resident vs. Nonresident Partners

The Partnership Return Form HP-1065 is designed to distinguish between that income taxed to residents and that taxed to nonresidents. The purpose of the return is to set forth the entire net profit covered and to show the distributive share of each partner, indicating those who are residents of Highland Park and those who are nonresidents. (If residency changes during the taxable period for any partner, use two lines to indicate allocation of income by status in all schedules where applicable.)

Schedule C indicates the total income of the partnership which may be subject to the tax. Ordinary business income in Schedule C is transferred to Schedule E, column 1, showing the amount of ordinary income distributable to each partner. The non-business income portion of Schedule C is first transferred to Schedule B, by total amounts for each type of income, to determine the taxable portion for each class of partners. This taxable income is then transferred to Schedule E showing the amounts applicable to the individual partners. Column 1 on page 1 is the final summary transferred from Schedule E, column 7.

Partners who are RESIDENTS are taxed on their entire distributive share of the net profits of the partnership, including that arising from business activities outside the City and including interest, dividends, rents and royalties, other income, and gains from the sale or exchange of property, either tangible or intangible, regardless of where such property was located.

Partners who are NON RESIDENTS of Highland Park are taxed on their distributive share of the portion of the net profits which is attributable to business activity in the City, plus net rentals of tangible property in the City. They are not taxed on their share of net rentals on property outside the City, gains from the sale or exchange of securities or other intangible property, or on interest and dividends. However, when the receipt of interest and other intangible income is directly related to the nature of the business, such interest, etc. shall be considered as business income taxable to nonresidents, and is to be reported in Schedule C, on either line 1 or line 11.

Instructions for Page 1

The amounts to be inserted in column 1, page 1, are transferred from Schedule E on page 3 of the return. If this return is to be an information return only, the remaining columns 2 through 6 on page 1 need not be filled in; however, if the partnership elects to pay the tax, columns 2 through 6 must also be completed.

Column 2. Any items of income which are non-taxable and which are included in column 1 are to be deducted in column 2. These items will include the dividend exclusion, 50% capital gain deduction, net operating loss carryover, etc. The dividend exclusion, treatment of capital gains and losses, and net operating loss carryovers are to be handled in the same manner as provided in the Federal Internal Revenue Code. Therefore a net capital loss realized by any of the partners in excess of the partners, in excess of the partner's allowable capital loss deduction must be added back in column 2, page 1. The allowable capital loss deduction or each partner is the lesser of (1) the net capital loss, (2) the amount in column 1, page 1, computed without regard to capital gains and losses, or (3) \$1,000. Nonresident partners must allocate net operating losses to Highland Park at the percentage of business conducted in Highland Park in the year in which the loss was sustained. A schedule of computations must be attached for all entries in column 2.

Column 3. Exemptions. A \$600 exemption is allowed for each partner, his spouse and his or her dependents. Additional exemptions are allowed if the taxpayer or his spouse is 65 or over, or is blind. In general, the same rules apply in determining dependents as under Federal Internal Revenue Code. A trust or an estate which is a member of the partnership is not allowed an exemption since trust and estates are not permitted exemptions under the Highland Park Income Tax Ordinance. A spouse may be taken as an exemption on the partnership return only if such spouse has no income subject to the Highland Park Income Tax. Exemptions for a partner whose residence status has changed from a resident to a nonresident, or from a nonresident to a resident of Highland Park during the taxable year should first be applied against income while a resident. The balance of the amount for exemptions, if any, should then be applied to Highland Park income while a nonresident.

Column 6. Enter in column 6 payments made by the partnership for tax paid with a tentative return, or for payments on a Declaration of Estimated Income Tax, or any payments and credits made by the partnership on behalf of Highland Park resident partners for income taxes to any other municipality, if the income on which such tax was levied is included in this return. DO NOT

take credit for income taxes paid any other municipality on behalf of partners who are not Highland Park residents. The credit shall be the lesser amount of either (1) the income tax paid the other municipality for Highland Park resident partners, or (2) 1/2% of an amount obtained by deducting the amount for exemptions claimed for Highland Park resident partners on page 1, column 3 of this return from the gross amount of income of Highland Park resident partners subject to tax by such other city. All credits in column 6 are to be distributed on lines 8a, b, and c, and totaled on line 9. The total of line 9 must agree with the total of column 6.

General Instructions for Schedule B, Page 3

Schedule B is used to allocate the total non-business income of the partnership between the total amount distributable to resident partners, and the total amount distributable to nonresident partners. Nonresident income is further allocated to compute the total income of nonresident partners which is subject to the Highland Park tax. (Resident partners are taxed on their entire distributive share of non-business income) After determining the total taxable income for each class of partners, these totals are transferred to Schedule E wherein an analysis is made to show the amounts of non-business income applicable to the individual partners. Therefore, compute the total amounts of distributable non-business income, by type of income, and enter these amounts on lines 3, 5, 6 and 9 of column 1, Schedule B. Columns 2 and 3, on these lines, will be used to show the total distributable amount for each type of income allocable to resident and nonresident partners. The total of columns 2 and 3 must equal the total of column 1. Column 4 is to be used to report that portion of column 3 (non-business income applicable to nonresident partners) which is excludable as not taxable to nonresidents. Subtract the amount in column 4 from the amount in column 3 and enter the difference in column 5 as taxable to nonresident partners. The totals of columns 4 and 5 must equal the total of column 3.

Interest and Dividends, Lines 1 through 3

In column 1, line 1, report the total partnership income from interest and dividends and on line 2, deduct the total nontaxable interest from obligations of the United States and of U.S. governmental units.) The net taxable dividends and interest, reported on line 3, column 1 is to be apportioned between the amount applicable to resident partners (line 3, column 2) and the amount applicable to nonresident partners (line 3, column 3). Since interest and dividend income is not taxable to nonresidents, the entire amount shown on line 3, column 3 will also be inserted on line 3, column 4 as excludable income of nonresidents.

Sale or Exchange of Property, Lines 4 and 5

Report on line 4, column 1 the total net gain or loss from all sales and exchanges of property as shown in Schedule C, page 2, lines 27 through 30. To arrive at the amount to enter on line 5 of Schedule B first exclude any gain or loss on the sale of obligations of the United States which is included in line 4 of Schedule B. Then enter on line 5 only that portion of the remainder of line 4 which represents gain or loss attributable to the period after July 1, 1966. If the property was acquired prior to July 1, 1966, market values of traded securities as of June 30, 1966 may be used as the cost basis; or the gain or loss applicable to the period after July 1, 1966 may be computed by multiplying the total gain or loss by the ratio of the months the property was held after July 1, 1966 to the total months the property was held.

The nonresident excludable portion of the amount shown in column 3, to be entered in column 4, is that portion of the gain (or loss) which arose from the sale or exchange of intangible assets, and of tangible property located outside of Highland Park. The remaining portion of line 5, column 3 which is to be entered on line 5, column 5 will then include gain (or loss) attributable to the period after July 1, 1966 from the sale or exchange of tangible property located in Highland Park.

Rents and Royalties, Line 6

Report on line 6, column 1, the total net income or loss from all

rents and royalties, and then fill in columns 2, 3 and 4. Subtract column 4 (net income or loss from royalties, and rents attributable to property OUTSIDE Highland Park) from column 3, and enter the difference in column 5.

Income from Other Partnerships, Etc. Lines 7 through 9

Include on line 7, column 1, the net income (or loss) from other partnerships, etc. On line 8, deduct any income which is specifically exempt for all taxpayers (interest on U.S. governmental obligations, etc.) and which was included in the amount on line 7, and enter the net amount on line 9, column 1.

Fill in columns 2, 3 and 4. Subtract column 4 (income not taxable to nonresidents) from column 3, and enter the difference in column 5.

Totals, Line 10

Enter on line 10 the totals of lines 3, 5, 6 and 9 for each column in Schedule B. After transferring the amounts from columns 2 and 5 of Schedule B to Schedule E, where distribution of the total is made to the individual partners, the total of column 2 (taxable non-business income of resident partners) must equal the total of column 6a of Schedule E. The total of column 5 must equal the total of column 6b of Schedule E.

Instructions for Schedule C

Schedule C is used to indicate all of the income of the partnership which may be subject to the Highland Park tax. Line 24 of Schedule C will be the total of the partnership's ordinary income from business operations, and lines 25 through 31 of Schedule C will show the total non-business income of the partnership.

Ordinary income from business on line 24 of Schedule C is to be transferred to column 1 of Schedule E. Non-business income on lines 25 through 31 of Schedule C is to be transferred to Schedule B. Instructions for Schedules B and E will indicate how amounts transferred from Schedule C are to be allocated to the individual partners.

Instructions for Schedule D

The totals of columns 1, 2, 6a and 6b of Schedule E, showing the distribution to individual partners of ordinary and non-business income, must agree with the totals transferred from Schedules B and C.

Column 1. Enter in column 1 the individual partner's share of business income from Schedule C, line 24. If additional first year depreciation is included in Schedule C, line 17, and if the partners have unequal credits for such additional first year depreciation (e.g. if one partner is single and one is married filing jointly for Federal income tax purposes), the apportionment of income to partners in this column will require special computation.

Column 7. Transfer the amount of each individual partner's share shown in column 7, Schedule E to Column 1, page 1 of the return.

Tax Due or Refund

If the partnership has elected to pay the tax for the partners and payments and credits exceed the tax due, show the amount of such overpayment on page 1, line 10 and check the proper box on line 12 to indicate whether you wish the overpayment as a refund OR as a credit on your ensuing year's estimated tax. Refunds will be made as quickly as possible, but please allow 90 days before making any inquiry. Refunds of less than one dollar (\$1.00) will not be made. Tax due of less than one dollar (\$1.00) need not be paid.

Assistance

If there are questions not answered in these instructions, or if assistance is needed in preparing the return, call 876-7745, or visit the Income Tax Division, 3401 Evaline Ave., Hamtramck, MI 48212. Questions by mail should be directed to Income Tax Division, 3401 Evaline Ave., Hamtramck, MI 48212.

HP-1065

CITY OF HIGHLAND PARK PARTNERSHIP RETURN

EXTENSION NUMBER Do Not Write in This Space

TAXPAYER MUST FILL IN DATES

FOR TAXABLE PERIOD BEGINNING 20... ENDING 20...

PLEASE TYPE OR PRINT Name of Partnership, Date Business Commenced, Number of Employees on December 31, Number of Partners, Type of Return - Check One, Federal employer identification number

Please attach copy of U.S. Partnership Income Tax Form 1065 NAME, SOCIAL SECURITY NUMBER AND HOME ADDRESS OF EACH PARTNER

Table with 5 columns: Partner (a-e), S.S. #, A RESIDENT FULL YEAR, B NON-RESIDENT FULL YEAR, C IF RESIDENT PART OF YEAR INDICATE TIME PERIOD

INCOME

Table with 7 columns: COL. 1 TOTAL INCOME, COL. 2 DEDUCTIONS, COL. 3 EXEMPTIONS, COL. 4 TAXABLE INCOME, COL. 5 (a) RESIDENT TOTAL TAX, COL. 5 (b) NONRESIDENT TOTAL TAX, COL. 6 CREDITS

7. Total Tax - column 5(a) plus column 5(b) Do Not Write in Space Below

PAYMENTS AND CREDITS

8. a. Tax paid with tentative return, b. Payments and credits on Declaration of Estimated Highland Park Income Tax, c. Other credits - explain in attached statement, 9. Total - add lines 8a, b, and c.

TAX DUE OR REFUND

10. If your tax (line 7) is larger than your payments (line 9) enter BALANCE DUE, 11. If your payments (line 9) are larger than your tax (line 7) enter OVERPAYMENT.

PAY IN FULL WITH THIS RETURN TO "TREASURER CITY OF HIGHLAND PARK" - MAIL TO INCOME TAX DIVISION, C/O 3401 EVALINE AVE., HAMTRAMCK, MI 48212

12. Amount on line 11 is to be: (A) Credited on Next Year's Estimated Tax (B) Refunded

NOTE 1 - A partner who has other income in addition to the partnership income must file an individual return and show on such return the amounts entered above in columns 1,2 and 6. A partner who is claiming his exemption as a member of another partnership is NOT to claim his exemption in this partnership return in column 3. NOTE 2 - The partnership may pay tax for partners only if it pays for ALL partners subject to the tax. If the partnership elects to use this return as an information return, completes pages 2,3 and 4, and fill in column 1 above; it will not be necessary to fill in columns 2 through 6 since a computation of the tax need not be made.

I declare that I have examined this return (including accompanying schedules and statements) and to the best of my knowledge and belief it is true, correct, and complete. If prepared by a person other than taxpayer, his declaration is based on all information of which he has any knowledge.

SIGN HERE (Signature of partner or member) (Date)

SIGN HERE (Signature of preparer other than partner or member) (Address) (Date)

Mail to: City of Highland Park Income Tax Division, c/o 3401 Evaline Ave., Hamtramck, MI 48212

INCOME FROM PARTNERSHIP – SCHEDULE C

(Attach a copy of Federal Income Tax Return Form 1065)

For the Year Ending....., 20.....

- A. Name as shown on page 1 of Form HP-1065
- B. Principal Business Activity
- C. Business Location
(Number and street or rural route) (City or post office) (State) (Postal Zip Code)
- D. Telephone No Name of person in charge of records

ORDINARY INCOME FROM BUSINESS

- | | | | |
|--|----------|--|----------|
| 1. Gross receipts \$, less allowance, rebates and returns \$ | | | \$ |
| 2. Inventory at beginning of year (if different than last year's closing inventory attach explanation) | \$ | | |
| 3. Merchandise purchased \$, less any items withdrawn from business for personal use \$ | | | |
| 4. Cost of labor (do not include amounts paid to partners) | | | |
| 5. Material and supplies | | | |
| 6. Other costs (explain in attached statement) | | | |
| 7. Total of lines 2 through 6 | | | |
| 8. Inventory at end of year | | | |
| 9. Cost of goods sold (line 7 less line 8) | | | |
| 10. Gross profit (subtract line 9 from line 1) | | | |
| 11. Miscellaneous income (do not include any items included on lines 25 through 31) | | | |
| 12. Total Income (lines 10 and 11) | | | |

OTHER BUSINESS DEDUCTIONS

- | | | | |
|---|--|--|----------|
| 13. Salaries and wages not included on line 4 (exclude any paid to partners) | | | \$ |
| 14. Payments to partners – salaries and interest – enter here and on p. 3, Sch. E, col. 2 | | | |
| 15. Rent on business property | | | |
| 16. Losses of business property (attach statement listing items and location) | | | |
| 17. Depreciation | | | |
| 18. Taxes | | | |
| 19. Other business expenses (attach statement) | | | |
| 20. Total of lines 13 through 19 | | | |
| 21. Ordinary income from business – line 12 less line 20 | | | |
| 22. Add City of Highland Park and Michigan income tax if included in line 20 above | | | |
| 23. Add interest and other costs included in line 20 which were incurred in connection with the production of tax exempt income or partners' personal expenses which were charged to the business | | | |
| 24. Total adjusted ordinary income from business for the year (add lines 21 through 23). Enter here and on p. 3, Schedule E, col. 1 | | | |

OTHER PARTNERSHIP INCOME OR LOSS (taxable or non-taxable depending on residency of partners)

- | | | | |
|--|--|--|--|
| 25. Dividends \$, Interest \$, (enter total of dividends and interest) | | | |
| 26. Income (or loss) from other partnerships and other income | | | |
| *27. Net gain (or loss) from sale or exchange of property other than capital assets (See Note) | | | |
| *28. Net short term gain (or loss) from sale or exchange of capital assets (See Note) | | | |
| *29. Net long term gain (or loss) from sale or exchange of capital assets (See Note) | | | |
| *30. Net gain (or loss) from sale or exchange of property under Section 1231 | | | |
| 31. Rents \$, Royalties \$, (enter total of rents and royalties) | | | |
| 32. Total partnership income to account for (add lines 24 through 31) | | | |

*NOTE: The amounts on lines 27, 28, 29 and 30 should agree with the amounts reported on Schedule D of your Federal partnership form 1065.

THE FOLLOWING SCHEDULES B AND E, ON PAGE 3, ARE TO BE USED TO COMPUTE THE TAXABLE PORTION OF THE INCOME OF THE PARTNERSHIP AS SHOWN ON LINE 32 ABOVE

NON - BUSINESS INCOME OR LOSS - INTEREST, DIVIDENDS, SALE OR EXCHANGE OF PROPERTY, RENTS, ROYALTIES, ETC. - SCHEDULE B

(ATTACH A COPY OF FEDERAL INCOME TAX RETURN FORM 1065)

	DISTRIBUTION OF COL. 1			DISTRIBUTION OF COL. 3	
	COL. 1 TOTAL	COL. 2 PORTION OF COL. 1 APPLICABLE TO RESIDENT PARTNERS	COL. 3 PORTION OF COL. 1 APPLICABLE TO NON-RESIDENT PARTNERS	COL. 4 EXCLUDABLE PORTION OF COL. 3 - NOT TAXABLE TO NON-RESIDENT PARTNERS	COL. 5 PORTION OF COL. 3 TAXABLE TO NON-RESIDENT PARTNERS
INTEREST AND DIVIDENDS:					
1. Total interest and dividends from line 25, P. 2, Schedule C.....	\$.....				
2. Less: Interest from obligations of U.S. governmental units.....					
3. Net interest and dividend income.....	\$.....				XXXXXXXXXXXXXXXXXXXXXXXXXXXX
SALE OR EXCHANGE OF PROPERTY:					
4. Total gain (or loss) -total of lines 27, 28, 29 and 30, P. 2, Schedule C.....					
5. Gain (or loss) attributable to the period after July, 1966.....					
RENTS AND ROYALTIES:					
6. Net income (or loss) from rents and royalties from line 31, p. 2, Schedule C.....					
INCOME FROM OTHER PARTNERSHIPS, ESTATES, TRUSTS, ETC.					
7. Income (or loss) from other partnerships and other income from line 26, p. 2, Schedule C.....					
8. less exempt income.....					
9. Net income (or loss) from other partnerships and other income.....					
10. TOTALS (lines 3, 5, 6 and 9).....					

NOTE: Only the totals of Columns 2 and 5 should be distributed in Schedule E below, in Cols. 6a and 6b.

**SCHEDULE E
SUMMARY OF SCHEDULES B AND C**

	COL. 1 INCOME FROM BUSINESS OPERATIONS (FROM P. 2, SCH. C, LINE 24)	COL. 2 PAYMENT TO PARTNERS- SALARIES AND INTEREST (FROM P. 2, SCH. C, LINE 14)	COL. 3 INCOME SUBJECT TO ALLOCATION (ADD COLS. 1 AND 2)	COL. 4 ALLOCATION % FROM P. 4, SCH. D, APPLY ONLY TO NON-RESIDENTS (ENTER 100% FOR RESIDENTS)	COL. 5 ALLOCATED INCOME (COL. 3 x % IN COL. 4)	COL. 6(a) NON-BUSINESS INCOME TAXABLE TO RESIDENT PARTNERS (TOTAL MUST EQUAL LINE 10, COL. 2, SCH. B)	COL. 6(b) NON-BUSINESS INCOME TAXABLE TO NON-RESIDENT PARTNERS (TOTAL MUST EQUAL LINE 10, COL. 5, SCH. B)	COL. 7 TOTAL INCOME (ADD COLS. 5, 6a AND 6b FOR EACH PARTNER ENTER HERE AND ON P. 1, COL. 1)
(a) \$.....				% \$.....	\$.....			\$.....
(b).....								
(c).....								
(d).....								
(e).....								
Totals								

BUSINESS ALLOCATION FORMULA-SCHEDULE D

	LOCATED EVERYWHERE I	LOCATED IN HIGH- LAND PARK II	PERCENTAGE II - I
1. Average net book value of Mai and tangible personal property.....	\$.....	\$.....	
a. Gross annual mm paid for real property only multiplied by 8.....			
b. TOTAL (Add lines I and I a)%
2. Total wages, salaries, commissions arid other compensation of all employees (exclude partners)%
3. Gross receipts from sales made or services rendered.....		%
4. Total Percentages- odd ** three percentages computed for lines I b, 2 and 3 which you entered in *9 lost column (you must compute a percentage for each of lines I 1b, 2 and 3. ----->		%
5. Average percentage (one-third of line 4) - enter hot* and on P. 3, Sch. E, Col. 4 (** note below) ----->		%

NOTE: In determining the average percentage (line 5), a factor shall be excluded from the computation only when such factor does not exist anywhere insofar as the taxpayer's business operation is concerned and, in such cases, the sum of the percentages on line 4 shall be divided by the number of factors actually used.

In the case of a taxpayer authorized by the Administrator to use mm of the special formulas use the lines provided below..

- a. Numerator.....
- b. Denominator.....
- c. Percentage (a ÷ b) enter her.....and an p. 3, Sch. E, Col. 4
- d. Date of Administrator's approval letter.....

INSTRUCTIONS FOR BUSINESS ALLOCATION FORMULA- SCHEDULE D

The business allocation percentage is to be applied by NON-RESIDENT partners to their distributive share of business income if business activity of the partnership is conducted both within and without the City of Highland Park. In order to use "the separate accounting method" for years beginning on and after January 1, 1970, permission must be requested in writing from the administrator not more than 90 days after the beginning of the taxpayer's year.

Line 1. Enter in Column I the average not book value of all real and tangible personal prop" owned by the business, regardless of location; and in column II show the average not book value of the real and tangible personal prop" owned and located or used in the City of Highland Park. The average net book value of real and tangible personal property may be determined by adding the net book values at the beginning of the year and the not book values at the end of the year and dividing the sum thus obtained by two. Any other method which will accurately reflect the average not

book value for the year will also be permitted.

Line 1 a. Enter in column I the gross annual rent multiplied by 8 for oil rented real prop" regardless of location. In column 11 show the gross annual rent multiplied by 8 for rented real property located in the City of Highland Park. Gross annual rent refers to real prop" only, rented or leased, and should include the actual sums of money or other consideration payable, directly or indirectly, by the taxpayer for the use or possession of such real prop".

Line 2. Enter in column I the total compensation paid to all employees during the year and in column II show the amount of compensation paid to employees paid for work done or services performed within the City of Highland Park during the year.

Line 3. Enter in column I the total gross receipts from all sales made or services rendered during the year and in column 11 show the amount of gross receipts from salts made or services rendered in the City of Highland Park during