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2021 FORM METBIT - 41

Metro

METRO SUPPORTIVE HOUSING SERVICES BUSINESS INCOME TAX RETURN FOR TRUSTS & ESTATES

DUE DATE: 15th day of 4th month after taxable year end
(Calendar Year Filers: 4/18/2022)
File online at Pro.Portland.gov

TAX YEAR
From: _____ to _____

OFFICIAL USE ONLY

ACCOUNT # SHB-	FEIN	NAICS
NAME		

MAILING ADDRESS ☐ Check if changed	CITY	STATE/PROV	ZIP CODE

☐ INITIAL RETURN ☐ FINAL RETURN (attach explanation) ☐ AMENDED RETURN ☐ EXTENSION FILED

PART I - BUSINESS INCOME

Attach required Federal and Oregon tax pages. See instructions.

1.	Net income or (loss) before distribution	1	
2.	Add-back of deductions not allowed	2	0
3.	Other additions or subtractions	3	
4.	Subject net income (sum of line 1 through line 3)	4	0

PART II - METRO BUSINESS INCOME TAX

5a.	Metro gross income	5a	0
5b.	Total gross income	5b	0
5c.	Apportionment percentage (line 5a ÷ 5b, cannot be more than 1.0)	5c	0.00000000
6.	Metro apportioned net income (line 4 x line 5c)	6	0
7.	Net operating loss deduction (max 75% of line 6)	7	0
8.	Income subject to tax (line 6 minus line 7)	8	0
9.	Metro Business Income tax (line 8 x 1%) MINIMUM $100	9	0
10.	Prepayments	10	0
11.	Penalty	11	0
12.	Interest	12	0
13.	Balance due or (overpayment)	13	0

PART III - TAX DUE / REFUND

14.	If the amount on line 13 is negative, this is the amount you overpaid	14	0
	Please enter the amount from line 14 you want:		
	a. Refunded to you (for direct deposit of your refund, file your tax return online at Pro.Portland.gov)	14a	0
	b. Applied to your 2022 Supportive Housing Services tax	14b	0
15.	If the amount on line 13 is positive, this is the amount you owe	15	0

PART IV - SIGNATURE

The undersigned declares that the information given on this report is true. The undersigned is authorized to act as a representative of the filer. Filers of incomplete returns may be subject to civil penalties of up to $500.

Signature of Taxfiler _____ *Date* _____

Taxfiler Email _____ *Taxfiler Phone Number* ( )_____

Signature of Preparer _____ *Date* _____

Preparer's Name _____ *Preparer Phone Number* ( )_____

MAILING INSTRUCTIONS

If a payment is included, send to: Revenue Division - Metro SHS Tax PO Box 9250 Portland, OR 97207-9250 Make check payable to Metro SHS Tax	**If a payment is not included**, send to: Processing - Metro SHS Tax 111 SW Columbia St., Suite 600 Portland, OR 97201-5840

Phone (503) 823-5157 **FAX (503) 823-5192** **TDD (503) 823-6868**

METRO SUPPORTIVE HOUSING SERVICES BUSINESS INCOME TAX

2021 FORM METBIT-41 INSTRUCTIONS FOR TRUSTS & ESTATES

GENERAL INFORMATION

File and Pay Online and Manage your Business Tax Accounts at Pro.Portland.gov. Portland Revenue Online (PRO) allows you to:

- Register your business tax accounts
- Update your business account information
- File a Metro business tax return
- Make payments
- Upload supporting tax pages and documents
- View correspondence mailed to you
- Provide Third-Party Access to your tax preparer

For more information and to create your account, visit Pro.Portland.gov.

Businesses Required to File a Metro Supportive Housing Services (SHS) Tax Return. Businesses doing business in or that have income from within the Metro District jurisdiction who have over $5 million in gross receipts from both within and without the Metro's jurisdiction are required to pay a 1% tax on net business income that is apportioned to the jurisdiction. To determine if an address is located within the Metro tax jurisdiction, utilize the tool available at www.oregonmetro.gov/about-metro/metro-council/find-your-councilor.

Filing Deadline. The filing deadline for this return is Monday, April 18, 2022. Since the Metro Business Income Tax return relies on information reported on the federal and/or Oregon tax return, the due date for the 2021 FORM METBIT-41 will be changed when there is a change to the federal or State of Oregon due dates.

Extensions. The Revenue Division does not generally allow an extension of time to pay the tax, even if the IRS allows an extension. The tax balance is due on the original return due date. The submission of an extension payment by the original return due date provides an automatic six-month filing extension. If there is not a tax balance due but you would like to file an extension, your federal extension will serve as your Metro extension and a separate Metro extension will not need to be submitted. When filing your return on the extended due date, check the "Extension Filed" box on the return. If no extension payment was made, please attach a copy of your federal extension with your return.

Amended Returns. To amend your 2021 Form METBIT-41, use the form for the tax year being amended and check the "Amended Return" box. If the address for the year you are amending has changed, use your current mailing address and check the box indicating the change.

Fill in all amounts on your amended return, even if they are the same as originally filed. If you are amending to make a change to additions, subtractions, or credits, include detail of all items and amounts as well as any carryovers.

If you change taxable income by filing an amended federal or Oregon income tax return, you must file an amended 2021 Form METBIT-41 within 60 days of when the amended federal or Oregon income tax return was filed. Include a copy of your amended federal or Oregon income tax return and explain the adjustments made.

Do not amend your 2021 Form METBIT-41 if you amend the federal return to carry a net operating loss back to prior years. Metro only allows tax entities to carry net operating losses forward. Additionally, net operating losses for Metro Business Income Tax are only generated from the Metro Business Income Tax return, not from your IRS or Oregon income tax return.

On the prepayments line of your amended 2021 Form METBIT-41, enter the net tax as reflected on the original return or as previously adjusted. Do not include any penalty or interest portions of payments already made.

Apportionment. Gross income includes all business income including, but not limited to, gross receipts, service income, interest, dividends, income from contractual agreements, gross rents, and gains on sale of business property. Income may be apportioned only if there is regular business income outside of Metro. Services performed outside of Metro may be apportioned based upon the percentage of performance outside the applicable jurisdiction. Sales of tangible personal property may be apportioned only if a business has payroll or property outside the jurisdictions.

Required Supporting Federal Tax Pages. Be sure to include copies of the following federal tax pages and any associated statements when submitting your return:

- Form 1041
- Schedule B (if filed)
- Schedule C (if filed)
- Schedule D (if filed)
- Schedule E (if filed)
- Schedule F (if filed)
- Form 4797 (if filed)
- Form 6252 (if filed)
- Form 8824 (if filed)

PENALTIES AND INTEREST

You may be subject to penalties for underpaying your estimated tax, filing a late 2021 Form METBIT-41, and/or paying your income tax liability after the original due date of the return. Although the Revenue Division assesses a late penalty for both failing to file 2021 Form METBIT-41 by the due date and failing to pay the tax by the original due date of the return, only one of these late penalties will be applied, even if there is a failure of both requirements. In these cases, only the late filing penalty is applied.

UNDERPAYMENT PENALTY

You may be subject to a penalty for underpaying your estimated tax if, by the original due date of the return, timely prepayments are not made which are either:

- At least 90% of the total tax balance due, or
- 100% of the prior year's tax liability paid by the original due date.

If you did not satisfy either requirement, you will be charged an underpayment penalty of 5% of the unpaid tax, but not less than $5.00.

LATE FILING PENALTY

If you do not file your 2021 Form METBIT-41 by the original due date, file an extension with the Revenue Division by the original due date, or include a copy of your federal extension with your return when you file by the extended due date, the following penalties will be applied:

- 5% of the amount of the total tax liability if the failure to file is for a period less than four months;
- An additional penalty of 20% of the total tax liability if the failure to file is for a period of four months or more; and
- An additional penalty of 100% of the total tax liability of all tax years if the failure to file is for three or more consecutive tax years.

No late filing penalty is due if a timely extension is filed with the Revenue Division and a 2021 Form METBIT-41 is filed by the extended due date, or a copy of the federal extension is included with the return and the 'Extension Filed' box is checked.

LATE PAYMENT PENALTY

Your 2021 income tax must be paid by April 18, 2022, even if you requested an extension to file your 2021 Form METBIT-41. If you do not pay your tax by the original due date, the following penalties will be applied:

- 5% of the amount of the total tax liability if the failure to pay is for a period less than four months;
- An additional penalty of 20% of the total tax liability if the failure to pay is for a period of four months or more; and
- An additional penalty of 100% of the total tax liability of all tax years if the failure to pay is for three or more consecutive tax years.

INTEREST CALCULATION

Interest is calculated at 10% per annum (.00833 multiplied by the number of months). Calculate your interest from the original due date to the 15th day of the month following the date of the payment.

QUARTERLY UNDERPAYMENT INTEREST

Quarterly underpayment interest will be due if estimated payments were required and were underpaid. Estimated payments can be made through quarterly estimated payments, employer-provided withholding from a taxfiler's wages, or a combination of both. Calculate your quarterly underpayment interest at a rate of 10% per annum from the due date of each quarterly estimated payment to the original due date of the tax return to which the estimated payments apply. The amount of underpayment is determined by comparing the 90% of the current total tax liability amount to quarterly estimated payments made prior to the original due date of the tax return.

There is no interest on underpayment of quarterly estimated payments if:

- The total tax liability of the prior tax year was less than $1,000;
- An amount equal to at least 90% of the total tax liability for the current tax year was paid in accordance with Section 7.05.190; or
- An amount equal to at least 100% of the prior year's total tax liability was paid in accordance with Section 7.05.190.

TAX RETURN FILING INSTRUCTIONS

Rounding. Round off cents to whole dollars on your return and schedules. To round, drop amounts under 50 cents and increase amounts from 50 to 99 cents to the next dollar. For example, $1.39 becomes $1 and $2.50 becomes $3. If two or more amounts must be added to figure the amount to enter on a line, include cents when adding the amounts and round off only the total

GENERAL RETURN INFORMATION

Tax Year. Enter the beginning and ending dates of your tax year. For calendar year filers, this would be 1/1/21 to 12/31/21.

Account #. If you have already registered for an account and know your account number, enter your full Metro Tax Account number beginning with SHB followed by ten digits. This information can be found on letters the Revenue

Division has mailed to you related to your Metro business tax account. If you do not know your number, leave field blank.

FEIN. Enter the Federal Employer Identification Number (FEIN) of the trust or estate.

NAICS. Enter the NAICS (North American Industry Classification System) code for your business.

Name. Enter the legal name of the trust or estate.

Mailing Address. Enter your current mailing address. If the address for the year you are filing has changed, check the box indicating the change.

Initial Return Box. Check this box if this is the first Metro business income tax return filed by this entity.

Final Return Box. Check this box if this is your final return. Attach an explanation.

Amended Return Box. Check this box if you are filing an amended return and have already submitted an original return. You must include a copy of your original return with your amended return. If you also filed amended federal and state returns, please include a copy (see "Amended Returns" under "General Information" for additional information).

Extension Filed Box. Check this box If you have filed a federal or state extension, or if you submitted an extension payment by the original due date of the return. Include required copies of federal extension as applicable (see "Extensions" under "General Information" for additional information).

PART I – BUSINESS INCOME

Line 1. Net Income or (Loss) Before Distribution. Enter the net business income or loss from lines 3, 5, and 6 from the federal Form 1041. **Do not** include pass-through income.

Line 2. Add-Back of Deductions Not Allowed. In determining income, no deduction is allowed for the following: taxes based on or measured by net income, the federal built-in gains tax, or the City of Portland Clean Energy Surcharge. If amounts for these items have been deducted to arrive at the net income reported on line 1, the amounts must be added back on line 2.

Line 3. Other Additions or Subtractions. Enter any business income or loss from federal Form 1041 lines 1, 2, 4, 7, and 8. Subtract any business expenses and any distributions made to trustees/beneficiaries directly related to business income included in this return. Attach a statement for business expenses and provide copies of K-1s and a statement that identifies the distributions deducted as nonbusiness income.

Line 4. Subject Net Income. Enter the sum of line 1, line 2, and line 3.

PART II – METRO BUSINESS INCOME TAX

Line 5a. Metro Gross Income. Metro gross income includes income from all business activity within Metro (see Apportionment instructions above).

Line 5b. Total Gross Income. Total gross income includes income from all business activity everywhere, as reported on your federal Form 1065.

Line 5c. Apportionment Percentage. Line 5a divided by line 5b. Round to 6 decimal places. This line cannot be more than 1.0.

Line 6. Metro Apportioned Net Income. Enter the result of Subject Net Income (line 4) multiplied by the Apportionment Percentage (line 5c).

Line 7. Net Operating Loss Deduction. Enter your net operating loss (NOL) from previous years as a negative number here. NOLs are allowed only if reported on prior Metro Business Income Tax returns. This line cannot be greater than 75% of line 6. Any unused NOL may only be carried forward for five years.

Line 8. Income Subject to Tax. Enter Metro Apportioned Net Income (line 6) minus your Net Operating Loss Deduction (line 7).

Line 9. Metro Business Income Tax. Enter your Income Subject to Tax (line 8) multiplied by the 1.0% Metro Business Tax. The minimum tax due is $100. If the amount of line 8 multiplied by .01 is less than $100, enter $100.

Line 10. Prepayments. Enter the total amount of prepayments as a negative number. Include all quarterly estimated payments, extension payments, and any credits carried forward from prior years.

Line 11. Penalty. Enter all late and/or underpayment penalties that apply, if known. Leave blank if unknown or not applicable. If additional penalty is owed but was not calculated at the time of return submission, you will receive a bill by mail.

Line 12. Interest. Enter any quarterly underpayment interest and/or interest due on taxes not paid by their due dates, if known. Leave blank if unknown or not applicable. If additional interest is owed but was not calculated at the time of return submission, you will receive a bill by mail.

Line 13. Balance Due or (Overpayment). Add line 9, line 10, line 11, and line 12 to determine if a balance due or an overpayment exists for your Metro business income tax. You may send a check with your return. Make the check payable to 'Metro SHS Tax'. For fastest payment

processing, pay online by logging into your PRO account at Pro.Portland.gov.

PART III – TAX DUE/REFUND

Line 14. Overpayment. If line 13 is negative, this is the amount you have overpaid. If you have an overpayment, you may choose to have the balance refunded to you or credited forward to the next year. If no election is made, any overpayment will be refunded to you.

Line 14a. Refund. Enter the amount of the overpayment you would like refunded to you on line 14a. If you would like direct deposit of your refund, you must file your return online at Pro.Portland.gov. If your return is filed on paper, you will receive your refund in the mail by check.

Line 14b. Credit Carryforward. Enter the amount of the overpayment you would like to apply as an estimated payment for tax year 2022 on line 14b.

Line 15. Amount Due. If line 13 is positive, a balance is due. Pay by April 18, 2022 to avoid late payment penalties and interest. You may pay by check or online at Pro.Portland.gov. Make your check payable to 'Metro SHS Tax.'

PART IV – SIGNATURE

Signature. An authorized representative of the business must sign and date the return and provide a contact email address and phone number. By signing the return, you acknowledge, under penalty of false swearing, that the information on the return is true, correct, and complete.

Preparer Signature. Anyone who prepares, advises, or assists in preparing personal income tax returns in exchange for compensation of any kind must be licensed to prepare Oregon returns and must sign the return.

MAILING INSTRUCTIONS

Mail your completed return and all required supporting tax pages in the same envelope.

- If a PAYMENT is included with return:

  Revenue Division – Metro SHS Tax
  PO Box 9250
  Portland OR 97207-9250

  Make check payable to Metro SHS Tax

- If NO PAYMENT is included with return:

  Processing – Metro SHS Tax
  111 SW Columbia St, Suite 600
  Portland, OR 97201-5840