



## Gold Coast Title Agency

(631)545-0020 ~ Email: Info@gctitleagency.com

## E-TAX Forms Questionnaire

**From:**

**To: Recording Department**

**\*\*\*\*FOR ANY TRANSACTION WITH AN LLC AS THE GRANTOR/GRANTEE, PLEASE FILL OUT THE ADDENDUM ATTACHED HERETO WITH A SCHEDULE OF MEMBERS & EIN'S\*\*\*\***

The City of New York requires that transfer documents be completed on-line using ACRIS 2.1 E-Tax Forms. ACRIS 2.1 is required for all conveyances within the counties of Kings, Bronx., New York and Queens, *including co-ops*.

In order for us to complete ACRIS tax forms, please complete the information below at least 3 days prior to closing to ensure timely delivery of completed forms.

### 1. Grantor (Use Rider for Additional Grantor(s))\*

Name(s):	Address(es)	SS#/EIN#
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\*(if estate need SS# of Estate and Executor's address)

### 2. Grantee Use Rider for Additional Grantee(s)

Name(s):	Address(es)	SS#/EIN#
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### 3. Property

a. Type: \_\_\_\_\_

b. Partial or Entire Lot: (P) (E)

c. Address: \_\_\_\_\_

Borough, Block & Lot: B\_\_\_\_\_B\_\_\_\_\_L\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### 4. Condition of Transfer (Circle any that apply)

- a. Arms length transfer
- b. Transfer in exercise of option to purchase
- c. Transfer from cooperative sponsor to cooperative corporation
- d. Transfer by referee or receiver (complete Sch. A, P. 5)
- e. Transfer pursuant to marital settlement agreement or divorce decree (determine consideration and complete Sch. I)



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- f. Deed in lien of foreclosure (complete Sch. C, P. 6)
- g. Transfer pursuant to liquidation of an entity (complete Sch. D)
- h. Transfer from principal to agent, dummy, strawman or conduit or vice-versa (complete Sch. E, P. 7)
- i. Transfer pursuant to trust agreement or will (attach a copy of trust agreement or will)
- j. Gift transfer not subject to indebtedness
- k. Gift transfer subject to indebtedness
- l. Transfer to a business entity in exchange for an interest in the business entitle (complete Sch. F, P. 7)
  
- m. Transfer to a governmental body
- n. Correction deed
- o. Transfer by or to a fax exempt organization (complete Sch. G. P. 8)
- p. Transfer of property partly within and partly without NYC
- q. Transfer of successful bid pursuant to foreclosure
- r. Transfer by borrower solely as security for a debt or a transfer by lender solely to return such security
- s. Transfer wholly or partly exempt as a mere change of identity or form of ownership (complete Sch. M, P 9)
- t. Transfer to a REIT or to a corporation or partnership controlled by a REIT (complete Sch R, P. 10 & 11)
- u. Other transfer in connection with financing (describe)\_\_\_\_\_
- v. Other (describe)\_\_\_\_\_

5. **Type of Interest Transferred:** (eg. Fee/Leashold/Easement) \_\_\_\_\_

6. **Date of Transfer:** \_\_\_\_\_

7. **Percentage of Interest Transferred:** (If other than 100%) \_\_\_\_\_

8. **Details of Consideration:**

	Amount
a. Cash:	_____
b. Purchase money mortgage:	_____
c. Accrued interest:	_____
d. Liens on property:	_____
e. Liens on property:	_____
f. Value of shares transferred:	_____
g. RPTT or other taxes:	_____
h. Other (explain):	_____
<b>TOTAL:</b>	_____

9. **Is this a Transfer from a Bankruptcy:** Yes No

10. **Alternative Tax Rate:** \_\_\_\_\_%

11. **Are there any excludable liens on :** Yes No



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**12. Who will receive the real estate tax bill (circle one)**

- a. Owner
- b. Bank/ Lender
- c. Other

- i. Name: \_\_\_\_\_
- ii. Street Address: \_\_\_\_\_
- iii. City, State, Zip: \_\_\_\_\_
- iv. Phone: \_\_\_\_\_

**13. Sale Contract Date:** \_\_\_\_\_

**14. Value of Personal Property in Sale:** \_\_\_\_\_

**15. Is there a credit line mortgage:**                      **Yes**                      **No**

**16. Are you claiming a continuing lien deed.**                      **Yes**                      **No**

If "Yes", enter lien deduction amount: \_\_\_\_\_

**17. Are you claiming an exemption:**                      **Yes**                      **No**

If "Yes", circle exemption.

- a. Conveyance is to the United Nations, the United States of America, the State of New York, or any of their instrumentalities, agencies, or political subdivisions (or any public corporation, including a public corporation created pursuant to agreement or compact with another state or Canada)
- b. Conveyance is to secure a debt or other obligation.
- c. Conveyance is without additional consideration to confirm, correct, modify, or supplement a prior conveyance.
- d. Conveyance of real property is without consideration and not in connection with a sale, including conveyances conveying realty as bona fide gifts.
- e. Conveyance is given in connection with a tax sale.
- f. Conveyance is a mere change of identity or form of ownership or organization where there is no change in beneficial ownership. (This exemption cannot be claimed for a conveyance to a cooperative housing corporation of real property comprising the cooperative dwelling or dwellings.)
- g. Conveyance consists of deed of partition
- h. Conveyance is given pursuant to the federal Bankruptcy Act.
- i. Conveyance consists of the execution of a contract to sell real property, without the use or occupancy of such property, or the granting of an option to purchase real property, without the use or occupancy of such property.



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- j. Conveyance of an option or contract to purchase real property with the use or occupancy of such property where the consideration is less than \$200,00 and such property was used solely by the grantor as the grantor's personal residence and consists of a one-, two-, or three-family house, an individual residential condominium unit, or the sale of stock in a cooperative housing corporation in connection with the grant or transfer of a proprietary leasehold covering an individual residential cooperative apartment.
- k. Conveyance is not a conveyance within the meaning of Tax Law, Article 31 section 1401(e) (*attach documents supporting such claim*).
- l. Other (*attach explanation*)

### **18. Sellers Attorney**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

### **19. Buyers Attorney**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **20. Your Name and Address (if different from 18 or 19)**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

### **21. If E-Tax Forms are not prepared by Benchmark Title Agency, LLC, but you would like us to review and correct, please provide:**

**Username:** \_\_\_\_\_  
**Password:** \_\_\_\_\_

### **ADDITIONAL GRANTEE(S)/PARTNER(S)**

<b>Name(s):</b>	<b>Address(es)</b>	<b>SS#/EIN#</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Addendum to Forms TP-584, TP-584-NYC and NYC-RPT pursuant to Section 1409(a) of the  
New York Tax Law and Section 11-2105 h of the Administrative Code of the City of New York**

\_\_\_\_\_, the ☐ Grantor ☐ Grantee is a limited liability company (the “LLC”)

List the names, business addresses, and tax identification number\* (**Required NYC Only**, “TIN” aka Social Security # or EIN) of all members, managers and other authorized persons of the LLC. The term “authorized person” includes any person, whether or not a member, who is authorized by the operating agreement, or otherwise, to act on behalf of the LLC.

NAME	BUSINESS ADDRESS	TIN (Required NYC Only)*
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If any member of the LLC listed above is itself an LLC or other business entity (the “Member Entity”), enter the names, business addresses, and tax identification number of any shareholders, directors, officers, members, managers and/or partners of the Member Entity. **Continue disclosing each level of ownership until 100% of the ultimate ownership by natural persons is disclosed.**

NAME	BUSINESS ADDRESS
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The term *natural person* means a human being, as opposed to an artificial person, who is the beneficial owner of the real property. A natural person does not include a corporation or partnership, natural person(s) operating a business under a d/b/a (doing business as), an estate (such as the estate of a bankrupt or deceased person), or a trust.

**\*ONLY FOR NYC - 5 BOROUGHES**