

Amended Partnership Return/Claim for Refund 2014

Explain each change on the back of Form M3X.

For tax year beginning (mm/dd/yyyy) and ending (mm/dd/yyyy)

Print or Type

Partnership's Name, Federal ID Number, Minnesota tax ID Number, Doing Business as, Current Street Address, City, State, Zip Code, Number of enclosed amended Schedules KPI and KPC, Number of Partners, Check if: Composite Income Tax, More than 80% of income is from farming, LLC, Qualified Business Participating in a JOBZ Zone, Check box to indicate the reason you are amending: Amended Federal Return, IRS Adjustment, Changes affect Nonresident Withholding, Changes affect Schedules KPC and/or KPI, Changes affect M3A

Calculate Your New Tax

Table with 3 columns: Description, A--As previously reported, B--Net change, C--Corrected amounts. Rows 1-19 detailing tax calculations and amounts due/refund.

20 To have your refund direct deposited, enter the following. Otherwise, you will receive a check. Account type: Checking, Savings, Routing number, Account number (use an account not associated with any foreign banks)

Sign Here

Signature of General Partner, Date, Daytime Phone, Print Name of General Partner, E-mail Address for Correspondence, if Desired, This e-mail address belongs to: Employee, Paid Preparer, Other, Signature of Preparer, Date, Daytime Phone, Preparer's PTIN, I authorize the Minnesota Department of Revenue to discuss this tax return with the preparer.

Explain net changes on the back of this form and show computations in detail. Enclose your list of changes, any amended schedules and a complete copy of the amended federal Form 1065, if any. Mail to: Minnesota Amended Partnership Tax, Mail Station 1760, St. Paul, MN 55145-1760.

**EXPLANATION OF CHANGE**—Explain below each change in detail. If the changes involve items requiring supporting information, be sure to attach the appropriate schedule, statement or form to Form M3X to verify the correct amount.

# Form M3X Instructions 2014

Before you can complete Form M3X, you will need the M3 instructions for the year you are amending.

## Who Should File M3X?

This form must be filed by partnerships to correct—or amend—an original Minnesota partnership return. You must use the most current version of Form M3X, regardless of the year being amended.

**Federal Return Adjustments.** If the Internal Revenue Service (IRS) changes or audits your federal return or you amend your federal return, you have 180 days to file an amended Minnesota return. If you are filing Form M3X based on an IRS adjustment, be sure to check the box in the heading and attach to your Form M3X a complete copy of your amended federal return or the correction notice you received from the IRS.

If you fail to report as required, a 10 percent penalty will be assessed on any additional tax. See line 16 instructions.

**Claim for Refund.** Use Form M3X to make a claim for refund and report changes to your Minnesota liability. If you make a claim for a refund and we do not act on it within six months of the date filed, you may bring an action in the district court or the tax court.

## When to File

File Form M3X only after you have filed your original return. You may file Form M3X within 3½ years after the return was due or within one year from the date of an order assessing tax, whichever is later. If you filed your original return under an extension by the extended due date, you have up to 3½ years from the extended due date to file the amended return.

## Filing Reminders

**The amended return must be signed** by a general partner.

**If you pay someone to prepare your return,** the preparer must sign and enter his or her Minnesota ID, Social Security or PTIN number and daytime phone.

### Round amounts to the nearest dollar.

Decrease any amount less than 50 cents and increase any amount that is 50 cents or more to the next higher dollar.

## Completing the Form

Enter the tax year you are amending at the top of the form. On the back of Form M3X, include a detailed explanation of why the

original return was incorrect. Providing this information will help us verify the amended amounts.

Estimated payments and refunds credited to subsequent years cannot be amended or changed after the original return is filed.

Form AWC, *Alternative Withholding Certificate*, can only be filed with the original return. Any Forms AWC received after the filing of the original return will be denied.

**Apportionment Factors.** If the changes affect your sales, property and payroll within Minnesota, you must complete and attach M3A. Be sure to use the correct apportionment factors for the year you are amending. Below is a list of apportionment factors for each tax year:

Tax year	Sales Factor	Property Factor	Payroll Factor
2014 & later	100	0	0
2013	96	2	2
2012	93	3.5	3.5
2011	90	5	5
2010	87	6.5	6.5
2009	84	8	8
2008	81	9.5	9.5
2007	78	11	11
2006 & prior	75	12.5	12.5

## Use of Information

All information provided on this form is private, except for your Minnesota tax ID number, which is public. Private information cannot be given to others except as provided by state law.

The identity and income information of the partners are required under state law so the department can determine the partner's correct Minnesota taxable income and verify if the partner has filed a return and paid the tax. The Social Security numbers of the individual, estate and trust partners are required to be reported on Schedule KPI under M.S. 289A.12, subd. 13.

## Lines 1–9

### Columns A, B, C

**Column A:** Enter the amounts shown on your original return or as later adjusted by an amended return or audit report.

**Column B:** Enter the dollar amount of each change as an increase or decrease for each line you are changing. Show all decreases in parentheses.

If the changes you are making affect the amounts on a schedule, you must complete and enclose a corrected schedule.

If you do not enter an amount when there is a change, the processing of your amended return will be delayed. You must also explain each change in detail in the space on the back of Form M3X and enclose any related schedules or forms.

If you are not making a change for a given line, leave column B blank.

**Column C:** Enter the corrected amounts after the increases or decreases. If there are no changes, enter the amount from column A.

## Line 10

Enter the total of the following tax amounts, whether or not paid:

- amount from line 11 of your original M3;
- any additional tax due from a previously filed M3X, (either line 18 or 19 depending on the year); and
- additional tax due as the result of an audit or notice of change.

*Do not* include any amounts that were paid for penalty, interest or underpayment of estimated tax.

## Line 12

Enter the total of the following refund amounts:

- from line 16 of your original M3, even if you have not yet received it;
- any refund amount from a previously filed M3X, (either line 19 or 20 depending on the year); and
- refund or reduction in tax from a protest or other type of audit adjustment.

Include any amount that was credited to estimated tax or applied to pay past due taxes.

Do not include any interest that may have been included in the refunds you received.

## Lines 14 and 19

*Lines 14 and 19 should reflect the changes to your tax and/or credits as reported on lines 1 through 9 of Form M3X. If you have unpaid taxes on your original Form M3, Form M3X is not intended to show your corrected balance due.*

*Continued*

## Form M3X Instructions (continued)

### Line 14

If line 13 is a negative amount, treat it as a positive amount and add it to line 6C. Enter the result on line 14. This is the amount you owe, which is due when you file your amended return. You *cannot* use any funds in your estimated tax account to pay this amount. Continue with line 15.

### Line 15

If only one of the penalties below applies, you must multiply line 14 by 10 percent (.10). If both penalties apply, multiply line 14 by 20 percent (.20). Enter the result on line 15.

- The IRS assessed a **penalty for negligence or disregard of rules or regulations**; and/or
- You **failed to report federal changes to the department within 180 days as required**.

### Line 17

Interest is calculated as simple interest and accrues on unpaid tax and penalties from the regular due date until it is paid in full. Use the formula below with the appropriate interest rate:

$$\text{Interest} = \text{line 16} \times \text{number of days past the due date} \times \text{interest rate} \div 365$$

If the days fall in more than one calendar year, you must determine the number of days separately for each year.

The interest rates for recent years are:

2014	3%	2006	6%	2000	8%
2013	3%	2004-05	4%	1999	8%
2010-12	3%	2003	5%	1998	9%
2009	5%	2002	7%	1997	8%
2007-08	8%	2001	9%	1996	9%

Penalty will be assessed if the additional tax and interest are not paid with the amended return.

### Line 18

**Pay Electronically.** Visit our website at [www.revenue.state.mn.us](http://www.revenue.state.mn.us) and log in to e-Services. If you don't have Internet access, call 1-800-570-3329 to pay by phone. When paying electronically, you must use an account not associated with any foreign banks.

**Pay by Check.** Visit our website at [www.revenue.state.mn.us](http://www.revenue.state.mn.us) and click on "Make a Payment" and then "By check" to create a voucher. Print and mail the voucher with a check made payable to Minnesota Revenue.

When you pay by check, your check authorizes us to make a one-time electronic fund transfer from your account. You may not receive your canceled check.

### Line 19

If you want your refund to be directly deposited into your bank account, complete line 20. Your bank statement will indicate when your refund was deposited to your account. Otherwise, skip line 20 and your refund will be sent to you in the mail.

This refund *cannot* be applied to your estimated tax account.

### Line 20

If you want your refund to be directly deposited into your checking or savings account, enter the routing and account numbers. You must use an account not associated with any foreign banks.

The **routing number** must have nine digits.

The **account number** may contain up to 17 digits (both numbers and letters). Enter the number and leave out any hyphens, spaces and symbols.

You can find your bank's routing number and account number on the bottom of your check.



If the routing or account number is incorrect or is not accepted by your financial institution, your refund will be sent to you in the form of a paper check.

By completing line 20, you are authorizing the department and your financial institution to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credits made in error.

### Signature

The return must be signed by a general partner of the organization receiving, controlling or managing the income of the partnership. The person must also include his or her ID number.

If someone other than a general partner prepared the return, the preparer must also sign. The preparer's PTIN and phone number should also be included.

You may check the box in the signature area to give us your permission to discuss your return with the paid preparer. This authorization remains in effect until you notify the department in writing (either by mail or fax) that the authorization is revoked.

Checking the box does not give your preparer the authority to sign any tax documents on your behalf or to represent you at any audit or appeals conference. For these types of authorities, you must file a power of attorney, Form REV184.

### E-mail Address

If the department has questions regarding your return and you want to receive correspondence electronically, indicate the e-mail address below your signature. Check a box to indicate if the e-mail address belongs to an employee of the partnership, the paid preparer or other contact person.

By providing an e-mail address, you are authorizing the department to correspond with you or the designated person over the Internet and you understand that the entity's nonpublic tax data may be transmitted over the Internet.

You also accept the risk that the data may be accessed by someone other than the intended recipient. The department is not liable for any damages that the entity may incur as a result of an interception.

### Information and Assistance

Website: [www.revenue.state.mn.us](http://www.revenue.state.mn.us)

Email: [BusinessIncome.Tax@state.mn.us](mailto:BusinessIncome.Tax@state.mn.us)

Phone: 651-556-3075

We'll provide information in other formats upon request.