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# Instructions for Estimated Income Tax and Form 40-ESV Payment Voucher

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These instructions aren't a complete statement of laws and Department of Revenue rules. Contact the department if you need more information. See page 8.

### What is estimated tax?

**Estimated tax** is the amount of tax you **expect** to owe when you file your 2006 Oregon income tax return.

### **Additional withholding**

Estimated tax payments aren't a substitute for withholding. If you don't have enough Oregon tax withheld from your wages, ask your employer to increase your Oregon withholding. You may change your Oregon withholding without changing your federal withholding. File a new federal Form W-4 (Employee's Withholding Allowance

Certificate) with your employer and label it "For Oregon only."

Order our publication, "Oregon Income Tax Withholding: Some Special Cases," to help figure the amount of tax to be withheld from your wages. See page 8.

### Who must make estimated tax payments?

You must make estimated tax payments if:

- You expect to owe \$1,000 or more when you file your 2006 Oregon income tax return, **and**
- The total amount of income tax you expect to be withheld from your 2006 income will not equal or exceed at least one of the following:
  - 90 percent of the net income tax to be shown on your 2006 income tax return, **or**
  - 100 percent of the net income tax shown on your 2005 income tax return **or**
  - —90 percent of the tax on your 2006 annualized income.

You can still make estimated tax payments even if you expect to owe less than \$1,000.

### **Retirees**

If you are retired or will retire soon, you may need to make estimated tax payments or have Oregon income tax withheld from your retirement income. Contact the payer of this income to see if this is possible.

### WHEN ARE YOUR ESTIMATED TAX PAYMENTS DUE?

First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Payment Is Due	Payment Is Due	Payment Is Due	Payment Is Due
Monday April 17, 2006	Thursday  June 15, 2006	Friday September 15, 2006	Tuesday <b>January 16, 2007</b>

Eligible federal retirees who worked for and retired from the U.S. government prior to October 1, 1991 do not need to make estimated tax payments to Oregon on their federal pensions. However, federal retirees should continue to make estimated tax payments if they receive income from other sources.

Federal retirees with service time both before **and** after October 1, 1991 must continue to pay tax on that portion of their federal pension based on their service after October 1, 1991.

If you will be **age 62 or older** on December 31, 2006, you may qualify for the retirement income credit.

### Nonresidents and part-year residents

Nonresidents figure Oregon estimated tax only on:

- Income that is subject to Oregon tax; or
- Income from conducting a trade or business within Oregon; or
- Oregon lottery single ticket winnings under \$5,000. (Note: single ticket winnings of \$5,000 or more are subject to Oregon withholding.)

Federal law prohibits Oregon from taxing retirement income received by a person who is not domiciled in Oregon.

In most cases you must make Oregon estimated tax payments if you **expect** to owe \$1,000 or more in tax on your income from Oregon sources.

The amount of your payment is based on the tax you compute using one of the methods shown on page 3. Use your 2005 Form 40N or Form 40P as a guide to estimate your 2006 Oregon income tax. Use the worksheet on page 5 to compute the amount you owe. Follow the same instructions for filing Form 40-ESV and paying estimated tax as full-year residents do.

S corporation, limited liability company (LLC), or partnership income. If you are a shareholder in an S corporation, a member of an LLC, or a partner in a partnership with income from Oregon sources, you may need to make estimated tax payments.

- Nonresidents. You are subject to Oregon tax on your share
  of the Oregon income reported by the S corporation, LLC,
  or partnership. You are also subject to Oregon tax on any
  guaranteed payments you receive from the partnership.
  The payments are apportioned using the partnership's
  apportionment percentage.
- Part-year residents. Generally, for the part of the year you
  were a nonresident, you are subject to Oregon tax on your
  share of the Oregon income and guaranteed payments
  reported by the S corporation, LLC, or partnership. For
  the part of the year you were a resident, you are subject to
  Oregon tax on your share of all the S corporation, LLC, or
  partnership income. For more information, see page 8.

#### **Fiduciaries**

Don't file Form 40-ESV. You don't need to make estimated tax payments on behalf of an estate or trust.

#### Farmers and commercial fishers

Most farmers and fishers won't need to make estimated tax payments. But you must file Form 10 to show you qualify as a farmer or fisher.

To determine if you need to make estimated tax payments, figure **both** your **2005** gross income **and** your **2006** estimated gross income.

If two-thirds of your total 2005 gross income or twothirds of your total 2006 estimated gross income is from farming or fishing, you don't need to make estimated tax payments.

**Farmers.** Use the amounts on the following lines to determine your gross income from farming:

- Federal Schedule F, line 11.
- Federal Schedule E, line 42.
- Federal Form 4797, line 20. Include only gains from sale of draft, breeding, sporting or dairy livestock.

Farm income averaging is available for 2006. Visit our Web site to download a farm income averaging form (FIA-40, FIA-40N, or FIA-40P) and instructions. Or, to order, see page 8.

**Commercial Fishers.** Use the amounts on the following lines to determine your gross income from commercial fishing:

- Federal Schedule C, line 5.
- Federal Schedule C-EZ, line 1.
- Federal Schedule E, line 42.

File Form 10, "Underpayment of Oregon Estimated Tax," to show you qualify as a farmer or fisher. File the form with your **2006** Oregon income tax return. Your 2006 Oregon return is due April 16, 2007. To get Form 10 and instructions, see page 8.

### When are 2006 estimated income tax payments due?

### **Calendar-year taxpayers**

You may pay your total 2006 estimated Oregon income tax by April 17, 2006, or you may divide your estimated tax into four payments.

### 2006 estimated tax due dates

First payment—due **April 17, 2006**. Second payment—due **June 15, 2006**. Third payment—due **September 15, 2006**. Fourth payment—due **January 16, 2007**.

If you find you still owe more income tax, pay the balance by April 16, 2007. This is true even if you get an extension to file your tax return. You may owe interest on an underpayment. See page 6.

### Fiscal-year taxpayers

Pay one-fourth of your Oregon estimated tax on the 15th day of the fourth, sixth, and ninth months of your tax

year. The last payment is due 15 days after the end of your tax year. If your payment due date falls on a Saturday, Sunday, or legal holiday, use the next regular workday.

If you are a fiscal-year taxpayer, write in the date your fiscal year ends in blue or black ink on Form 40-ESV.

### **Special cases**

You don't need to make the fourth payment (January 16, 2007) if:

- You file your 2006 Oregon individual income tax return on or before January 31, 2007, and
- You pay all tax due with your return.

You still must make estimated tax payments on the earlier three payment dates.

### Form 40-ESV instructions

### **Obtaining the form**

• "Personalized" forms. If you prepared your own Oregon income tax return last year, you may have received these instructions and forms at your home or business address. The forms are printed with your name, address, and Social Security number.

Use your personalized forms if you receive them so we can process your estimated tax payments faster. If someone else prepares your estimated tax forms, ask them to use your personalized forms.

- "Nonpersonalized" forms don't have printed names or other personal information. They are used by people who haven't filed estimated tax payments before.
- **Tax preparer.** Your preparer may have tax software that will prepare your forms.

Do not use forms from a prior year.

### Filling out the form

Please **use blue or black ink** to correct any errors. Do not use red ink to fill out this form.

If your name is printed on Form 40-ESV. Check your name, address, and Social Security number for accuracy. Also check your spouse's name and Social Security number if filing jointly.

If your name isn't printed on Form 40-ESV. Check the box for the quarterly payment you are making. If you are a fiscal year taxpayer, print the date your fiscal year ends. Check the box if you are filing Form MNR, if you are a first time filer, or your name or address has changed. Print your daytime telephone number. Print your last name, first name, and Social Security number, or the entity's name and Oregon business identification number (BIN). Print your spouse's last name, first name, and Social Security number only if you are filing a joint Form 40-ESV. Print your full address and enter the payment amount in the boxes provided.

Important: Double-check your Social Security number to make sure it's correct. We need your Social Security number to credit your payment to your account. The request for

your Social Security number(s) is authorized by Section 405, Title 42, of the United States Code.

### Filing joint payments

You may file a joint estimated tax Form 40-ESV unless:

- You or your spouse are nonresident aliens, or
- You are legally separated, **or**
- You and your spouse have different tax years. For example, you use a calendar year and your spouse uses a fiscal year.

If you file a joint estimated tax Form 40-ESV, the payment is considered to be joint, regardless of which spouse actually sent in the money.

### Filing separate payments

If you received joint personalized payment vouchers but want to make payments under your name only, cross out your spouse's name and Social Security number.

You may file separate 2006 Oregon income tax returns even if you file a joint Form 40-ESV. If you file separate income tax returns after filing a joint Form 40-ESV, you and your spouse should decide who will claim the estimated tax jointly paid. You may divide the estimated tax between you, or agree that one of you will claim the entire amount. If you and your spouse can't agree, your estimated tax generally will be divided based on your separate tax liabilities.

**Note:** If you expect to file separate tax returns, file Form 40-ESV separately. This will speed the processing of your returns.

### Methods of computing estimated tax

- Method 1—Estimated 2006 tax—90 percent of your estimated 2006 net income tax. To figure your payments under this method, use the appropriate worksheet.
  - Full-year resident worksheet, page 4.
- Nonresident and part-year resident worksheet, page 5. Use your **2005** federal income tax return and instructions as **guides** to estimate your **2006** federal adjusted gross income (AGI). Your 2005 federal AGI is on Form 1040, line 37; Form 1040A, line 21; or Form 1040EZ, line 4.

**Example:** Allan and Louise are married and have three children. Allan is self-employed. Louise works for a dentist. They want to know if they must make 2006 estimated tax payments. They use these steps to find out:

- 1. They use their 2005 federal tax return as a guide to estimate their 2006 federal AGI.
- 2. Then they use their 2005 Oregon income tax return as a guide to figure the income, deductions, withholding, and credits **they expect for 2006.**
- 3. They use this information to figure their 2006 Oregon estimated tax. Here's how they estimate their 2006 tax using tax rate chart J:

Estimated 2006 adjusted gross income	\$65,567
Less estimated:	
2006 federal tax subtraction \$ 5,000	
Net itemized deductions 5,500	
Total deductions	-\$10,500
Estimated Oregon taxable income	\$55,067
Oregon tax using the 2006 tax	
rate chart on page 7	\$4,572
2006 exemption credit (5 × \$159)	\$795
Estimated political contribution	
credit	- \$100
Oregon tax after credits	\$3,677
Multiply their tax after	
credits by 90% (.90)	×90
Total	\$3,309
Less: tax Louise expects to be	
withheld from her wages	\$741
Estimated tax payment	
required for 2006	\$2,568

This amount is more than \$1,000. Allan and Louise must make estimated tax payments for 2006. They must complete Form 40-ESV and make minimum payments of \$642 (\$2,568  $\div$  4 = \$642) by **each** payment due date.

- Method 2—Safe harbor 2005 tax—100 percent of the net tax (tax after credits) shown on your 2005 income tax return. Your 2005 return must be filed on time, including extensions. Pay 25 percent of your 2005 net income tax by each estimated tax payment due date. You can't use this method if you didn't file a 2005 return. Your 2005 Oregon income tax return must not have been a short-year return for accounting purposes. You may use this method if you were a part-year resident in 2005.
- Method 3—Annualized 2006 tax—90 percent of your 2006 annualized net income tax. If you receive a larger portion of your taxable income later in the year, you may annualize your income to figure your estimated tax payments. Use the annualized income worksheet on the 2005 Oregon Form 10 as a guide to figure your estimated tax payments under this method. When completing the annualized income worksheet, read the instructions carefully and be sure to use 2006 figures for the Oregon exemption credit, federal tax subtraction, and tax rate charts. Stop at line 26 when completing the annualized income worksheet. These are your required estimated tax payments for 2006. For line 25 in columns B, C, and D, enter all previous 2006 estimated tax payments made. To order Form 10, see page 8.

### Full-year resident filers Estimated tax worksheet

### Keep this worksheet for your records

1.	Federal adjusted gross income you expect in 2006	1.		
	Income after additions. Line 1 plus line 2			
4.	Oregon subtractions you expect in 2006	4.	<	>
5.	Income after subtractions. Line 3 minus line 4			
6.	Itemized or standard deductions you expect in 2006	6.	<	>
7.	Oregon taxable income you expect in 2006. Line 5 minus line 6	7.		
8.	2006 Oregon estimated income tax. Use the 2006 tax rate chart on page 7 to figure the tax on the amount on line 7	8.		
9.	2006 exemption credit (\$159 × number of exemptions)	9.		
10.	Oregon tax credits you expect for 2006 (include working family child care credit)	10.		
11.	Line 9 plus line 10	11.		
12.	Line 8 minus line 11 (not less than -0-)	12.		
13a.	Multiply line 12 by 90% (.90). If you did not file a 2005 return, enter the amount from line 13a directly on line 13c	13a.		
13b.	Enter 100% of the tax shown on your 2005 return	13b.		
13c.	Enter the smaller of line 13a or 13b. This is your required annual payment to avoid underpayment interest	13c.		
14.	Oregon income tax you expect withheld from your wages and/or pension in 2006	14.	<u>&lt;</u>	>
15.	Annual payment. Line 13c minus line 14	15.		
16.	Amount you owe on each payment date. See table below. Round to nearest dollar	16.		.00

If you first need to pay estimated tax on:

April 17, 2006 June 15, 2006 September 15, 2006 January 16, 2007

### Then fill in on line 16 of this worksheet:

1/4 of line 15 (make 4 payments) 1/3 of line 15 (make 3 payments) 1/2 of line 15 (make 2 payments) All of line 15 (pay in full)

### Nonresident and part-year resident filers

### **Estimated tax worksheet**Keep this worksheet for your records

1.	2006 Oregon estimated income tax from the 20 Use your 2005 Oregon and federal income tax instructions as guides	returns and	1.		
2.	Oregon income tax credits you expect for 2006 sheet, multiply your credits by your Oregon por Refer to the Oregon income tax return instruct total allowable tax credits here (include working)	ercentage (if required). ions. Enter your	2.	<	>
3.	Line 1 minus line 2 (not less than -0-)		3.		
4a.	a. Multiply line 3 by 90% (.90). If you did not file a 2005 Oregon return, enter the amount from line 4a directly on line 4c.		4a. <sub>-</sub>		
4b.	Enter 100% of the tax shown on your 2005 Ore	gon return	4b.		
4c.	c. Enter the smaller of line 4a or 4b. This is your required annual payment to avoid underpayment interest		4c.		
5.	Oregon income tax you expect to be withheld pension in 2006		5.	<	>
6.	Annual payment. Line 4c minus line 5		6.		
7.	Amount you owe on each payment date. See the nearest dollar	able below. Round to	7.		
	If you first need to pay estimated tax on:	Then fill in on line 7 of this worksheet:			
	April 17, 2006 June 15, 2006 September 15, 2006 January 16, 2007	<ul> <li>1/4 of line 6 (make 4 payments)</li> <li>1/3 of line 6 (make 3 payments)</li> <li>1/2 of line 6 (make 2 payments)</li> <li>All of line 6 (pay in full)</li> </ul>			

### Paying estimated tax

### **Applying your 2005 refund**

You may apply your 2005 refund to your 2006 estimated tax account. Your refund will be applied to your **first** payment period if you file your 2005 return by the due date (including extensions). Be sure to mark the extension box on your Form 40 if you filed an extension. You can't apply your refund if you file Form 40S.

Show the amount of refund you want applied to your 2006 estimated tax on your 2005 Form 40, line 54; 2005 Form 40N, line 72; or 2005 Form 40P, line 72.

**Note:** Does the refund amount you're applying cover the payment due? If so, you don't need to make a payment for the first period. If your refund is reduced, the Oregon Department of Revenue will notify you. You may need to make a payment for the difference. Do so immediately to avoid underpayment interest.

### Sending your payment

• Fill in the amount of your payment on Form 40-ESV. Round your payment to the nearest dollar. Your payment

is the amount you figured using one of the methods on pages 3 and 4, **minus** any amount of your 2005 Oregon income tax refund you asked to have applied to your 2006 estimated tax account.

#### Enclose your payment.

- To help us speed processing, we ask that you do not use red ink. Please use blue or black ink to fill out your vouchers and checks. Our equipment cannot read other colors.
- Make your check payable to **Oregon Department of Revenue.**
- Write your daytime telephone number and "2006 40-ESV" on your check.
- Do not send cash or postdated checks.
- Don't staple your check to Form 40-ESV.

Send your 2006 Form 40-ESV and payment separate from your 2005 income tax return. **Do not** mail them together.

**Note:** If paying by credit card, do not use Form 40-ESV. Visit our Web site or contact the department for more information about credit card payments. See page 8.

### When income changes during the year

If your expected income, deductions, or credits change after April 1, 2006, you may need to begin making estimated tax payments at a later date.

If your expected income or deductions change after you made your first payment you may need to refigure your 2006 estimated tax.

**Estimated method.** Use the new income or deductions and the appropriate worksheet on page 4 or 5.

**Safe harbor method.** You generally will not revise your payments if you are using this method.

**Annualized method.** Use the annualized income worksheet on Oregon Form 10. To order Form 10, see page 8.

Then use the amended estimated tax worksheet below to figure how much to pay. On Form 40-ESV fill in the amount from line 5 of the worksheet.

#### Amended estimated tax worksheet

1.	Amended annual payment required1.
2.	2006 estimated tax already paid, including refunds applied on previous payment dates
3.	Unpaid estimated tax (line 1 minus line 2)33
4.	Number of remaining payment dates4
5.	Amount of each remaining payment (line 3 divided by line 4)55

If the change occurs:	Then the first estimated tax payment is due:
• after April 1 and before June 2, 2006	June 15, 2006
• after June 1 and before September 2, 2006	September 15, 2006
• after September 1, 2006	January 16, 2007

### Does the due date of my income tax return change?

No. File your 2006 Oregon income tax return by April 16, 2007, as usual.

#### Late payments

Your Form 40-ESV with payment must be postmarked by the due date to be considered on time.

If you pay late, you may owe interest for late payment when you file your 2006 Oregon income tax return. See "Interest on underpayment of estimated tax" in the next column.

If you underpaid in an earlier payment period, pay the difference now to reduce interest charges. **Don't wait** until the next payment due date. We apply payments first to underpayments from earlier periods.

**Example:** The June 15 payment is first applied to any underpayment for the first payment period. The balance of the June payment is then applied to the second payment period.

Interest is charged until the underpayment is paid or until April 16, 2007, whichever comes first.

**Important:** You must file your 2006 income tax return before we can refund any estimated payments.

### Interest on underpayment of estimated tax

You will have an underpayment for 2006 if you pay less than:

- 90 percent of the tax to be shown on your 2006 income tax return (at least one-fourth on each payment due date), or
- 100 percent of the tax shown on your 2005 income tax return (at least one-fourth on each payment due date), or
- 90 percent of the tax figured on your 2006 annualized income.

You will be charged interest on the underpayment. To figure the amount of interest, **complete Form 10**, "Underpayment of Oregon Estimated Tax." File Form 10 with your 2006 Oregon income tax return. Pay the interest when you file your 2006 Oregon income tax return. To order Form 10 and instructions, see page 8.

The interest rate is 7 percent for interest periods beginning on or after January 1, 2006. The interest rate may change once a calendar year.

### **Keep records**

If you received a personalized 40-ESV voucher, there are stubs for your records. On the Form 40-ESV stub, fill in:

- Amount of payment due. That's the amount of 2006 estimated tax you figured using the methods on pages 3 and 4.
- Amount of your 2005 Oregon income tax refund you're applying to this payment. The total refund can't be more than the amount shown on your tax return. Generally, your 2005 refund will be applied only to your first quarter payment. Fill in -0- for the remaining quarters.
- Your payment. Subtract box 2 from box 1. This is the amount of your check for this payment date.
- Total paid to date. Write in your 2006 estimated tax payments (from box 3 of each payment stub to date) plus total refund amounts applied (box 2 of each payment stub to date).
- Date mailed.

### 6/Interest on underpayment of estimated tax

Keep this stub for your records.

Send the original Form 40-ESV to us. Fill in only the information requested. **Don't send us photocopies** of the personalized forms. Keep copies for your records.

### Where do I send my payments?

Mail your estimated tax payment and Form 40-ESV to:
Oregon Department of Revenue
PO Box 14950
Salem OR 97309-0950

To persons ming single, or married ming separately	
If your taxable income is:	Your tax is:
Not over \$2,750	5% of taxable income
Over \$2,750 but not over \$6,850	\$138 plus 7% of excess over \$2,750
Over \$6,850	\$425 plus 9% of excess over \$6,850
Tax rate chart J: For persons filing Jointly, Head of	household,

For persons filing Single or Married filing separately

computing Tax rate charge 2006 For persons

Tax rate charts for

Tax rate chart S:

 Over \$5,500 but not over \$13,700......
 \$275 plus 7% of excess over \$5,500

 Over \$13,700......
 \$849 plus 9% of excess over \$13,700

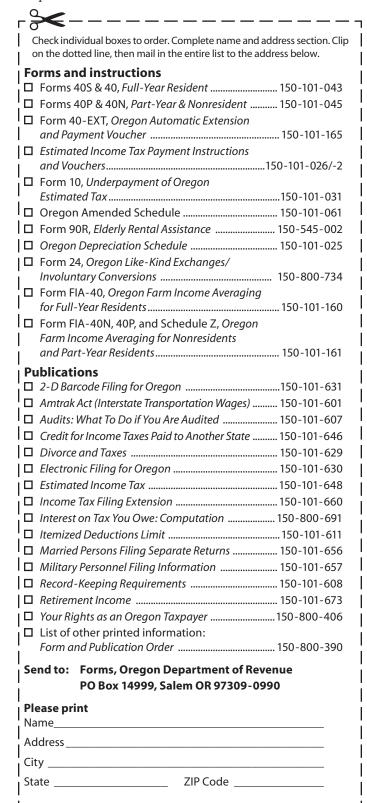
**Caution:** The tax rates change because of inflation. Use this rate chart for figuring your 2006 estimated tax. Don't use a 2005 rate chart.

2006 Federal Tax Subtraction......\$5,000 (\$2,500 if married filing separately)
2006 Exemption Credit......\$159

### **Taxpayer assistance**

### **Printed information (free)**

Income tax booklets are available at many post offices, banks, and libraries. For booklets and other forms and publications, you can also access our Web site, order by telephone, or return the form below.



### Internet

### www.oregon.gov/DOR



- Download forms and publications
- Get up-to-date tax information
- E-mail: **questions.dor@state.or.us**This e-mail address is not secure and confidentiality cannot be ensured. General tax and policy questions only.

### Correspondence



**Write to:** Oregon Department of Revenue, 955 Center St NE, Salem OR 97301-2555. Include your Social Security number and a daytime telephone number for faster service.

### **Telephone**

Salem	503-378-4988
Toll-free from Oregon prefix	1-800-356-4222

Call one of the numbers above to:

- Check on the status of your 2005 personal income tax refund (beginning February 1).
- Order tax forms.
- Hear recorded tax information.

For help from Tax Services, call one of the numbers above:

*	
Monday, Tuesday, Thursday, Friday	7:30 a.m5:10 p.m.
Wednesday	10:00 a.m.–5:10 p.m.
Closed on holidays.	
April 3-April 17, Monday-Friday	7:00 a.m.–8:00 p.m.
Saturday, April 15	9:00 a.m.–4:00 p.m.

#### Asistencia en español:

Wait times may vary.

Salem	503-945-8618
Gratis de prefijo de Oregon	1-800-356-4222

### TTY (hearing or speech impaired; machine only):

Salem	503-945-8617
Toll-free from Oregon prefix1	-800-886-7204

**Americans with Disabilities Act (ADA):** Call one of the help numbers for information in alternative formats.

### **Field offices**

Get forms and assistance at these offices. **Do not send your return to these addresses.** 

Bend 951 SW Simpson Avenue, Suite 100

Eugene 1600 Valley River Drive, Suite 310

Gresham 1550 NW Eastman Parkway, Suite 220

Medford 24 W 6th Street

Newport 119 NE 4th Street, Suite 4

North Bend 3030 Broadway

Pendleton 700 SE Emigrant, Suite 310

Portland 800 NE Oregon Street, Suite 505

Salem Revenue Building, 955 Center Street NE, Room 135

Salem 4275 Commercial Street SE, Suite 180

**Tualatin** 6405 SW Rosewood Street, Suite A



8/How to get help 150-101-026 (Rev. 12-05)