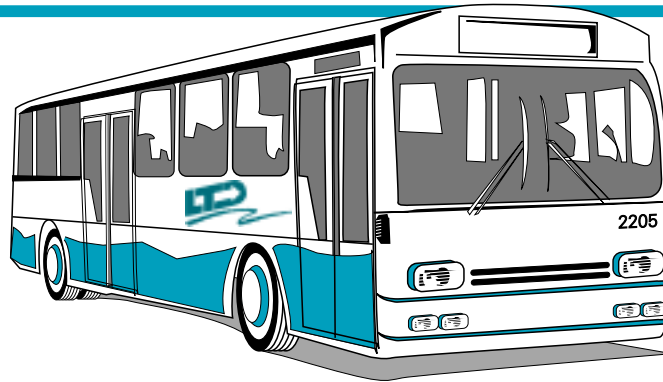


# 2002

## Form LTD and Instructions

### Lane County Mass Transit District

# LTD SELF-EMPLOYMENT TAX



## What is the LTD Self-Employment tax?

The Lane Transit tax helps fund mass transportation in the Lane Transit District. This tax is applied to self-employment earnings of taxpayers doing business or providing services in the district. The Oregon Department of Revenue collects the tax for Lane Transit.

A list of ZIP codes included in the district is on page 8. For more information, call LTD at 541-682-6100, or access their Web site at [www.ltd.org](http://www.ltd.org).

The tax rate is 0.006 (0.6 of 1 percent).

## Who must pay this tax?

Anyone who has self-employment earnings from business or service activities carried on in the Lane County Transit district must pay this tax.

Partnerships are not subject to the LTD tax. However, individual partners are subject to the tax. A partnership may file and pay for **all** individual partners. See Partnership Election instructions on page 2.

People who must pay the self-employment tax include:

- Anyone who does business or provides services in the district, and whose earnings are not subject to Oregon withholding, regardless of where they live.
- Compensation received for performing religious services independently is subject to self-employment tax.
- **Real estate salespeople.** Federal laws generally treat real estate salespeople as self-employed. This includes

those who provide services to real estate brokers under contract. This means commissions on sales are subject to the LTD Self-Employment tax.

Exemptions:

- **S corporation distributions** are not subject to this tax.
- **Insurance agents.** All insurance agents are exempt from the self-employment tax (ORS 731.840).
- **Ministers.** Compensation received by a minister or member of a religious order for performing religious services in the exercise of that ministry or religious order is not subject to LTD Self-Employment tax.

These instructions are not a complete statement of laws and rules that apply to the Lane County Mass Transit District Self-Employment tax. For more information, contact the Oregon Department of Revenue. See page 8 for numbers to call. You may access the laws, rules, forms, and instructions on the Internet at [www.dor.state.or.us](http://www.dor.state.or.us).

## How to file

Complete Form LTD (Lane Transit District Self-Employment Tax return). Attach your payment to the front of the form. Make your check payable to the Oregon Department of Revenue. Please use blue or black ink on your return and payment. Mail to:

**LTDSE**  
**Oregon Department of Revenue**  
**PO Box 14003**  
**Salem OR 97309-2502**

**Important:** Do not combine your LTD Self-Employment tax payment with any other tax payments being made to the Oregon Department of Revenue. Do not attach your LTD Self-Employment tax return to your Oregon income tax return or any other form.

File **one** LTD Self-Employment tax return for all of your self-employment earnings.

## Frequently asked questions

### *I have more than one business. How should I file my Lane Transit return?*

File one return. If you have separate business activities, attach a schedule for each separate business to your return. Compute the Lane Transit Self-Employment income separately for each business. See instructions for line 1 on page 7.

### *Can I file a joint return?*

No. Each taxpayer having self-employment earnings must file a separate Form LTD. That's true even if you and your spouse filed a joint federal income tax return. The only exception is a partnership filing for all partners. Both spouses could be members of the same partnership.

### *I'm getting a refund on my Oregon individual income tax return. Can I have that refund applied to this tax?*

No. We can not apply any income tax refund to pay your LTD Self-Employment tax.

## When to file

Your Lane Transit return is due the same day as your federal and Oregon individual income tax returns. For most taxpayers, this is **April 15**. When the 15th falls on a Saturday, Sunday, or legal holiday, the due date will be the next business day.

## Extensions

If you get an extension to file your federal or Oregon individual income tax return, it also applies to your LTD Self-Employment tax return. **Check the "Extension Filed" box** on your LTD Self-Employment tax return when you file.

However, **more time to file does not mean more time to pay**. If you file an extension, make your payment by the original due date of the return. Fill out the name and address section of Form LTD and write "ADVANCE PAYMENT" across the top. Be sure to use the same name and Social Security number or federal employer ID number that you will use on your return when you file. Please use blue or black ink. Attach your payment to the front of Form LTD.

Be sure to file your LTD Self-Employment tax return within the extension period.

See the Oregon individual income tax return, Form 40, instructions for full-year residents; Form 40N for nonresidents; or Form 40P for part-year residents for more information on extensions.

## Partnership election

A partnership may file and pay the LTD tax for **all** individual partners. The partnership **must** use net earnings from self-employment as reported on federal Form 1065 to figure the tax. **Do not** make Oregon modifications to the partnership's earnings. If some partners have different tax years than others, net earnings from self-employment may have to be computed from amounts from different partnership years. For additional information, see page 8 for telephone numbers to call.

Form LTD is due by April 15 for calendar-year partnerships. Fiscal year **partnerships** must file by April 15 following the year in which the fiscal year ends.

**Example:** A partnership has a tax year ending August 31, 2002. The partnership **must** file and pay by April 15, 2003.

**Partnerships must attach a schedule listing the following information for each partner:**

- Name.
- Social Security number.
- Share of partnership income.
- Individual exclusion.

If your partnership is filing for all partners, you do not need to file a separate Form LTD **unless** you have net self-employment earnings from sources other than the partnership. Report only these additional net self-employment earnings on your Form LTD.

## Form LTD instructions

### *Name and address section*

**Individuals:** Fill in your name, address, telephone number, and Social Security number.

**Partnerships:** Fill in the partnership name, address, telephone number, Federal Identification number, and Oregon Business Identification Number (BIN).

You must provide on a schedule attached to Form LTD the name and Social Security number for each partner. Your return cannot be processed without this information.

The request for your Social Security number(s) is authorized by Section 405, Title 42, United States Code. You must give us this information. It will be used to establish your identity.

... Continued on page 7

## Line instructions—Form LTD

Instructions are for lines not fully explained on the form.

- 1. Self-employment earnings.** Fill in the amount from federal Schedule SE, Section A, line 3, or Section B, line 3. If you have **separate** business activities, do not use the “net” amount of all businesses shown on federal Schedule SE. Instead, compute the LTD Self-Employment income separately for each business. The loss from one business cannot be offset against the income of another business. **File one return**, attach a schedule for each separate business, and start with line 3 on Form LTD. If you have self-employment earnings from a separate business operated wholly outside of the Lane Transit district, do not include those earnings on line 1 or 3 of Form LTD.

You do not need to make Oregon changes or modifications to federal income on Form LTD. Your earnings that are subject to LTD Self-Employment tax usually will be the same as the earnings you report on your federal Schedule SE, Section A, line 3, or Section B, line 3.

**Exception:** Did you receive partnership income? If so, did the partnership file Form LTD and pay the tax for the partners? If so, reduce the amount from your federal Schedule SE, Section A, line 3, or Section B, line 3 by the amount of your income from that partnership.

- 2. Apportionment percentage.** Fill in the percentage from line 3d, column C, or line 6 of the worksheet on the back of Form LTD. Do not fill in less than -0- or more than 100 percent. Fill in 100 percent on line 2 of Form LTD if all your business activities are within the Lane County Transit district.

If part of your business or service activity is carried on outside the Lane County Transit district, you may choose to use the entire three-factor formula or the sales factor only. If you use the entire three-factor formula, the sales factor is doubled. Do not count any factor with a zero in column B. For example, if you have only sales and payroll in column B, divide the amount on line 5 by three. If you use the sales factor only, complete lines 3a through 3d of the apportionment worksheet on the back of Form LTD. Fill in the percentage of sales within the district on line 2 on the front of the form. Once you choose to use the sales factor only, you must continue to do so in all future years, unless the Oregon Department of Revenue lets you change your apportionment method.

- 4. Exclusion.** The total exclusion for all your businesses is limited to \$400. Fill in \$400 or the amount on line 3, **whichever is less**. Was the exclusion partially or completely used on another 2002 Form LTD filed by your partnership? If so, fill in only the unused amount of the \$400 exclusion.

**Partnerships.** Fill in \$400 for each partner or each partner’s share of the amount on line 3, whichever is less. If any partner’s exclusion was partially or

completely used on another 2002 Form LTD, include on line 4 only that partner’s unused amount of the \$400 exclusion. Each partner is responsible for ensuring that the total of all exclusions does not exceed \$400.

- 7. Prepayments.** Fill in the amount of any advance payments you made before filing this return. Include payments made with an extension.

- 9. Penalty and interest.** For filing or paying late.

**Due date.** Form LTD is due the same day as your federal and Oregon income tax returns. For most taxpayers, this is **April 15, 2003**.

**Interest.** Are you paying your tax after the due date? If you are, include interest on any unpaid tax.

If you do not pay the tax by the due date, interest will be charged on the unpaid tax. Interest periods generally begin on the 16th day of the month the return is due. Returns are due on the 15th unless the 15th falls on a Saturday, Sunday, or holiday. Interest is figured daily for periods of less than a month. A month, for example, is May 16 to June 15. Interest rates may change once a calendar year.

To calculate interest due:

- Tax × Annual interest rate × Number of full years.
- Tax × Monthly interest rate × Number of months.
- Tax × Daily interest rate × Number of days.

The chart below shows the interest rates and effective dates.

Interest Rates			
For periods beginning	Annual	Monthly	Daily
January 1, 2001	10%	0.8333%	0.0274%
February 1, 2002	8%	0.6667%	0.0219%
February 1, 2003	7%	0.5833%	0.0192%

**Penalty.** Include a penalty payment if you:

- Mail your LTD Self-Employment tax **payment** after the due date (see exception below), **or**
- File Form LTD after the due date (see exception below).

Late payment penalty is 5 percent of the unpaid balance of your tax.

If you file more than three months late, add an additional 20 percent late filing penalty.

**Exception:** You do not owe a penalty if you do **all** of the following:

- Get an extension of time to file your return, **and**
- Pay at least 90 percent of your LTD Self-Employment tax by the original due date of the return, **and**
- Pay the balance of tax due when you file within the extension period, **and**
- Pay the interest on the balance of tax due when you file your return **or within** 30 days of the billing you receive from the department.

**Sign your return.**

## LTD cities and ZIP codes

LTD serves the entire Eugene-Springfield urban area as well as several rural areas. For information on LTD boundaries, call 541-682-6100 or the Department of Revenue at 503-945-8091.

City	ZIP Code	City	ZIP Code
Alvadore	97409	Jasper	97438
Blue River	97413	Junction City	97448
Coburg	97401	Lancaster	97448
Cottage Grove	97424	Leaburg	97489
Creswell	97426	Lowell	97452
Dexter	97431	Maywood	97413
Elmira	97437	McKenzie Bridge	97413
Eugene	97401	Pleasant Hill	97455
	97402	Springfield	97477
	97403		97478
	97404	Thurston	97482
	97405	Trent	97431
	97440	Veneta	97487
Fall Creek	97438	Vida	97488
Finn Rock	97488	Waltersville	97488
Goshen	97401		

## Taxpayer assistance

**For assistance with filing your return,** contact the Oregon Department of Revenue.

Telephone: Salem ..... **503-378-4988**  
Toll-free within Oregon ..... **1-800-356-4222**

**Forms:** Many forms are available on our Web site at [www.dor.state.or.us](http://www.dor.state.or.us). Or write to: Forms, Oregon Department of Revenue, PO Box 14999, Salem OR 97309-0990.

**TTY** (hearing or speech impaired; machine only): 503-945-8617 (Salem) or 1-800-886-7204 (toll-free within Oregon).

**Americans with Disabilities Act (ADA).** This information is available in alternative formats. Call 503-378-4988 (Salem) or 1-800-356-4222 (toll-free within Oregon).

**Asistencia en español.** Llame al 503-945-8618 en Salem.



Oregon Department of Revenue  
955 Center St NE  
Salem OR 97301-2555