



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 "Taxpayer assistance." You may access the laws, rules, forms, and instructions on the Internet at www.oregon.gov/DOR

New information

Rounding cents to the nearest whole dollar

Please round all amounts to the nearest whole dollar. You will no longer enter cents on your return. Drop amounts less than 50 cents, and increase amounts from 50 to 99 cents to the next dollar.

New forms

Form TSE-V, Oregon Transit Self-Employment Tax Payment Voucher

Use Form TSE-V to make your transit self-employment tax payment. Form TSE-V replaces the previous Form TSE-EXT payment coupon. The new Form TSE-V is available in software packages, on our Web site, and upon request. See "Taxpayer assistance."

Form TSE-AP, Oregon Transit Self-Employment Tax Apportionment Worksheet

If **all** of your business activity is carried on within the transit district, your apportionment percentage is one hundred percent and you **do not** need to complete Form TSE-AP.

If your business activity is carried on **both in and out** of the transit district, you may use one of two methods to figure your apportionment percentage. You may elect to use only a sales factor or you may use a three factor formula. You must complete Form TSE-AP and attach it to your return when you file.

These new forms are available on our Web site at www.oregon.gov/DOR.

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 individuals 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 boundary is on the last page. For more information, call LTD at 541-682-6100, or access their Web site at www.ltd.org.

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

Who must file and pay this tax?

Individuals

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

People who **must** pay the self-employment tax include:

- Anyone who does business or provides services in the transit 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.

Partnerships

Partnerships are not subject to LTD tax.

Individual partners of a partnership must pay this tax. However, a partnership may elect to file and pay for **all** individual partners. See "Partnership Election" instructions.

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.

How to file

Complete Form LTD, *Lane County Mass 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. Do not use red ink or gel pens. Please use only blue or black ink on your return and payment.

Mail to: LTDSE

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

Important filing information

- Do **not** combine your LTD Self-Employment tax payment with any other tax payment 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.
- Mail your transit return to the Oregon Department of Revenue. Transit returns cannot be filed electronically.

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

To avoid a penalty, file your return and pay your tax by the due date.

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.

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.

Can I file my Transit Self-Employment Tax return electronically?

No. File your transit return by mail. Make a copy for your records, and mail your return to the Oregon Department of Revenue address as printed at the bottom of the tax return.

Can I file an amended Transit Self-Employment Tax return?

Yes. File an amended transit return any time you need to correct your return as originally filed. Generally, you are allowed three years from the due date of the return or the date the return was filed, whichever is later, to file an amended return to claim a refund. Check the "Amended return" box on your transit return.

What if business is done both inside and outside of the district?

Use an apportionment formula by completing Form TSE-AP. You may elect to use only a sales factor or you may use a three-factor formula. The election to use the sales factor only is irrevocable.

What if I'm audited by the IRS?

If changes are made that affect your self-employment earnings, file an amended return to report and pay any additional tax due. If the change reduces your transit tax, you have two years from the date of the audit report to claim a refund.

Why am I being charged penalty and interest on my unpaid taxes when I have a valid extension?

You are responsible for a 5% penalty and interest if you do not pay your tax by the original due date. This is true even if you have an extension of time to file. Attach a copy of your extension to your transit return and check the "Extension filed" box to avoid additional penalties.

For more information, visit our Web site at www.oregon.gov/DOR.

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**. Fiscal year returns are due the 15th day of the fourth month after the end of the fiscal year. 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 will also extend your LTD Self-Employment tax return. **Check the "Extension Filed" box** on your LTD Self-Employment tax return and **attach a copy of the extension to your return when you file.**

However, **more time to file does not mean more time to pay**. If you have an extension, you must make your payment by the original due date of the return to avoid a penalty and interest charge. Complete Form TSE-V and send it with your payment of tax. Form TSE-V is available on our Web site at www.oregon.gov/DOR, or see "Taxpayer assistance." Be sure to use the same name and Social Security number (SSN) or federal employer identification number (FEIN) that you will use on your return when you file.

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

Partnership Election

A partnership may elect to file and pay the transit self-employment tax for the 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 is determined using amounts from different partnership years.

The partnership's return and payment shall be based upon the net earnings from self-employment of the individual partners from the partnership for their taxable years ending with or within the **calendar year**.

Due date: April 15. The partnership **must** file a return and pay the tax due on or before the 15th day of the fourth month following the end of the **calendar year**.

Fiscal year taxpayers: When a partnership tax year ends within a calendar year, the partnership files on a calendar year basis with the return due the following April 15.

Example: If a partnership has a tax year ending August 31, 2004, and its partners use a calendar year, the partnership must pay on or before April 15, 2005, the amount due from the partner's net earnings from the partnership for its taxable year ending August 31, 2004.

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

- Name.
- SSN.
- Share of partnership income.
- Individual exclusion.

Partners: If your partnership is filing on behalf of 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 *individual* Form LTD.

Amended returns

You must file an amended return to claim a refund of tax paid. To file an amended return, use the appropriate form for the year of the original return and check the box indicating **"This is an amended return."** Attach an explanation of the changes made.

Form LTD instructions

Name and address section

Individuals: Fill in your name, address, telephone number, and SSN.

The request for your SSN(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.

Partnerships: Fill in the partnership name, address, telephone number, FEIN, and Oregon business identification number (BIN).

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

Line instructions—Form LTD

Instructions are for lines not fully explained on the return.

Line 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.

If you have a loss on federal Schedule SE, line 3, you are not required to file a transit self-employment tax return for the year of the loss. The loss from one business activity cannot offset the income of another. There is no carry-forward of losses.

Line 2. Apportionment:

- Enter 100 percent if **all** of your business activity is within the transit district.
- Attach a completed Form TSE-AP if your business activity is carried on both in and out of the district.

Line 4. Exclusion. The total exclusion for all of your self-employment earnings is limited to \$400.

Individuals. Enter \$400 or the amount on line 3, *whichever is less*. Was the exclusion partially or completely used on another 2004 Form LTD filed by your partnership? If so, fill in only the unused amount of the \$400 exclusion.

Partnerships. Enter \$400 for only those partners whose share of positive earnings are included in the amount on line 3. If any partner's exclusion was partially or completely used on another 2004 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.

Do not include any partner with a loss.

Line 7. Prepayments. Fill in the amount of any advance payments you made before filing this return. Include payments made with an extension of time to file, or with a payment voucher, Form TSE-V.

Line 8. Tax-to-pay. Include your check or money order payable to the Oregon Department of Revenue. An expected refund from your state income tax cannot be used to pay your transit tax.

Line 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 a calendar year return, this is April 15, 2005.

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.

Interest rates and effective dates:

For periods beginning	Annual	Monthly	Daily
January 1, 2004	6%	0.5000%	0.0164%
January 1, 2005	5%	0.4167%	0.0137%

Interest accrues on any unpaid tax during an extension of time to file. For more information, see the publication, *Computing Interest on Tax You Owe*, at www.oregon.gov/DOR.

Additional interest on deficiencies and delinquencies. Interest will increase by one-third of 1 percent per month (4 percent yearly) on unpaid tax. If the tax is not paid within 60 days of our bill, the interest rate increases to 9 percent per year.

Penalty. Include a penalty payment if you:

- Mail your payment of tax due **after** the due date (even if you have an extension), or
- File your return showing tax due after the due date, including any extension.

Penalty is 5 percent of the unpaid balance of your tax.

If you file your return more than three months after the original or extended due date, add an additional penalty of 20 percent of the unpaid tax.

If you do not file required returns for three consecutive years by the due date of the third year's return, an additional failure to file penalty may be charged up to one hundred percent of any tax due.

Sign your return. Please sign and date your return before mailing.

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 access the Lane Transit Web site at www.ltd.org.

City	ZIP Code	City	ZIP Code
Alvadore	97409	Goshen	97405
Blue River	97413	Jasper	97438
Coburg	97408	Junction City	97448
Cottage Grove	97424	Lancaster	97448
Creswell	97426	Leaburg	97489
Dexter	97431	Lowell	97452
Elmira	97437	Maywood	97413
Eugene	97401	McKenzie Bridge	97413
	97402	Pleasant Hill	97455
	97403	Springfield	97477
	97404		97478
	97405	Thurston	97482
	97408	Trent	97431
	97440	Veneta	97487
Fall Creek	97438	Vida	97488
Finn Rock	97488	Walterville	97488

Taxpayer assistance

Oregon Department of Revenue

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

For general tax information www.oregon.gov/DOR

E-mail tse.help.dor@state.or.us

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 o llame gratis al 1-800-356-4222 en Oregon.

Lane Transit District boundary information

Telephone 541-682-6100

Internet www.ltd.org

<p style="text-align: center;">FORM LTD (240)</p> <p style="text-align: center;">Lane County Mass Transit District</p> <p style="text-align: right; font-size: 2em;">2004</p> <p style="text-align: center; font-size: 1.5em;">SELF-EMPLOYMENT TAX</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr><th colspan="3" style="text-align: center;">For office use only</th></tr> <tr><td colspan="3">Date received</td></tr> <tr><td colspan="3">Payment</td></tr> <tr><td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td></tr> </table> <p>Fiscal Year Mo / Day / Year Fiscal Year Mo / Day / Year Beginning: / / 04 Ending: / /</p> <p>If you have previously filed a return, indicate if: <input type="checkbox"/> Name change <input type="checkbox"/> Address change</p>	For office use only			Date received			Payment			1	2	3
For office use only													
Date received													
Payment													
1	2	3											
Last name (if an individual filing) _____ First name and initial _____		Social Security number (SSN) _____											
Partnership name (if a partnership filing) _____		Federal employer identification number (FEIN) _____											
Business address _____		Oregon business identification number (BIN) _____											
City _____	State _____	ZIP Code _____											
County _____		Telephone number () _____											
Did you file Form LTD for 2003? <input type="checkbox"/> Yes <input type="checkbox"/> No (if No, give reason) _____		<input type="checkbox"/> An extension has been filed <input type="checkbox"/> This is an amended return											

Include your payment with this return. **Round all amounts to the nearest whole dollar.**

- 1. Total self-employment earnings from federal Schedule SE. See instructions..... ● 1
- 2. Apportionment percentage. From *Form TSE-AP, Transit Self-Employment Tax Apportionment Worksheet* (150-500-051). Not less than -0- or more than 100%. If all your business activity is within the Lane Transit District, fill in 100%..... 2 %
- 3. Net self-employment earnings. Multiply line 1 by line 2..... ● 3
- 4. Less: Exclusion. Not more than \$400 per taxpayer Each taxpayer's exclusion is the lesser of the taxpayer's self-employment earnings or \$400..... ● 4
- 5. Net earnings from self-employment subject to transit district tax. Line 3 minus line 4..... ● 5
- 6. Tax on self-employment earnings within the LaneTransit District. Multiply the amount on line 5 by 0.006 ● 6
- 7. Prepayments..... ● 7
- 8. **TAX-TO-PAY.** Is line 6 more than line 7? If so, line 6 minus line 7..... **TAX-TO-PAY** ● 8
- 9. Penalty and interest. For filing or paying late. See instructions..... 9
- 10. Total amount due. Line 8 plus line 9..... 10
- 11. **REFUND.** Is line 7 more than line 6? If so, line 7 minus line 6..... **REFUND** ● 11

Individuals: Attach a copy of your federal Schedule SE. **Business Activity:** Sales Services Other: _____

Include a copy of your extension if you file after the due date.

Partnerships: Attach a schedule listing each partner's name, Social Security number, partnership earnings, and exclusion.

Under penalties for false swearing, I declare that I have examined this return, including accompanying schedules and statements. To the best of my knowledge and belief it is true, correct, and complete. If prepared by a person other than the taxpayer, this declaration is based on all information of which the preparer has any knowledge.		I authorize the Department of Revenue to discuss this return with this preparer. <input type="checkbox"/> Yes <input type="checkbox"/> No	
SIGN HERE	Your signature X	Date	Signature of preparer other than taxpayer X
			License No. Address Telephone No.

Do NOT attach your LTD self-employment tax return to your Oregon income tax return, or any other form.

Make check or money order payable to: **Oregon Department of Revenue**

Mail your return to: **LTDSE
Oregon Department of Revenue
PO Box 14003
Salem OR 97309-2502**