Quick Reference: Form 770 - Tax Year 2020

Types:

- **Category 3:** Tax Due return received with or without payment
- **Category 4:** Refund returns

Process as Direct-File:

- E-file indicator of **XXXXX** on Form 770 is shown in the bottom right portion of the document below Line 11.
- Return's address doesn't belong in your locality.

Key Items to Review:

- Local Tax Due Returns
  - LTD bubble must be filled/"X" entered on LTD line.
  - Payment amount (or ZERO/"0") must be entered on the $____ line.
- Locality Code – the proper 3-digit FIPS Code must be entered.
- FEIN must be shown.
- Resident/Nonresident indicator – ensure proper box is checked if blank.
- Review for Credit for Tax Paid to Another State on Schedule 1, line 5(d).
  - If claimed and the total credit is equal to or greater than $500, code "**MX"**
- Form 760C or 760F – if included code "**CX"**
- Farmer, Fisherman, and Merchant Seaman checkbox is checked:
  - Return filed on or before April 15, 2021 - code "**IX**"
  - Return filed after April 15, 2021- code "**UX**"
- Determine if the return is timely or late.

Group Returns in Stacks:

- ***Timely*** screened Farmer, Fisherman, Merchant Seaman returns.
- ***Late*** screened Farmer, Fisherman, Merchant Seaman returns.
- ***All other*** *screened returns to be handled* a**s *LOCAL*** *returns.*
- *Returns to be handled as* ***DIRECT*** *filed returns.*

Transmittal to TAX:

- Complete a LAP-Sort 1 or LAP-Sort 2 form for each stack of returns.
- Rubberband the returns in each stack together.

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