

## BUSINESS TAX INSTRUCTIONS

### CALCULATION OF HOURS (Only for employees physically working in Nevada):

A full-time employee is a person who is EMPLOYED to work in Nevada at least 36 hours per week regardless of reductions in hours due to sickness, vacation, or other compensated (wages, insurance, benefits, etc.) absence.

All other employees are part-time, and all hours for which such employees are paid must be included in the calculation.

LINE 1. Enter the total number of full-time employees employed during the quarter.

Enter the total hours worked by full-time employees (not to exceed 468 hours per employee). The total number of hours for full-time employees may be calculated by one of two methods:

(a) Determine the number of hours each employee was employed during the quarter, up to a maximum of 468 hours per quarter, and then total the results.

(b) Multiply 7.2 hours by the number of days each full time employee was employed up to a maximum of 65 days per quarter then total the results.

LINE 2. Enter the total number of all part-time employees. Enter the total number of hours for which all part-time employees were paid.

LINE 3. Enter the total number of hours worked by a student (hired as part of a program supervised by a school district which combines work and study) **and** an equal number of hours worked by one full-time employee **or** one part-time employee in the quarter.

Also enter the total number of hours worked by any employee whose monthly income for this quarter was 150% or less of the federally designated level signifying poverty, for which the employer provided child care. Contact the Department for further information regarding qualification.

LINE 4. Enter the total hours calculated for both full-time and part-time employees, less exemptions (Line 1+ Line 2 - Line 3).

LINE 5. Enter the total hours calculated (Line 4) and divide by 468 to determine the number of full-time equivalent (FTE) employees. The sum of total hours is carried to 2 decimal places. (Example: Number of employees calculated to 24.77777, figure is rounded to 24.78).

### CALCULATION OF TAX (Only for employees physically working in Nevada):

LINE 6. Enter the number of full-time equivalent employees (Line 5).

LINE 7. Enter tax amount due. Tax is calculated by taking the number of full-time equivalent employees (Line 6) and multiplying by \$25.00.

LINE 8. If the tax return is filed late (after due date shown on return), a penalty of 10% (.10) is due. The penalty is calculated on tax due (Line 7).

LINE 9. If this return will not be postmarked and the taxes paid on or before the due date as shown on the face of this return, enter 1.5% times line 7 for each month or fraction of a month late, prior to 7/1/99. After 7/1/99, use 1% for each month or fraction of a month late.

LINE 10. Enter only those liabilities that have been established for prior quarters by the Department.

LINE 11. Enter only those credit(s) that have been approved by the Department.

LINE 12. Total lines 7 through line 11 and enter amount.

LINE 13. Enter the amount remitted with return. Also enter this amount on the coupon portion of the return, if one is attached.

PLEASE COMPLETE SIGNATURE PORTION OF THE RETURN AND RETURN IN THE ENVELOPE PROVIDED.

If you have questions concerning this return, please call one of the Department of Taxation offices listed below.

Carson City (775) 687-4820    Las Vegas (702) 486-2300    Reno (775) 688-1295