



**State of New Jersey**  
**Division of Revenue and Enterprise Services**

***Corporate e-File***  
***Software Developers***  
***Handbook***

**Guide for Practitioners/ERO's who file:  
New Jersey Income Tax returns electronically**



**James J. Fruscione**  
**Director**

## I. GENERAL INFORMATION

This guide is intended to help you develop software to file the State of New Jersey Corporate Business tax return with the MeF system. If you have additional questions about the schemas please contact The State of New Jersey MeF Admin Group at [MEFADMIN@treas.nj.gov](mailto:MEFADMIN@treas.nj.gov).

## II. SUPPORTED FORMS

The New Jersey Division of Revenue, in conjunction with the Internal Revenue Service (IRS), began accepting state Corporate Franchise returns and corresponding forms and schedules by method of the Modernized E-File system (MeF). The following form types and related schedules are being accepted. Please check our list of specific supporting forms and schedules supported for eFiling:

Returns/Schedules	
CBT100	Schedule PC
CBT100S	Schedule R
CBT100U	Schedule RT
Members Schedule (100-U)	Schedule N
Schedule A	Schedule S
Schedule A-2	Form 500
Schedule A-3	Worksheet 500-P
Schedule A-4	Form 500U
Schedule A-GR (100S Only)	Form 500U-P
Schedule C-1	Form 500-PA
NJK1 (100S)	CBT150
Schedule F	CBT200T
Schedule G	Annual Report
Schedule H	PTE100
Schedule J	PTE150
Schedule KL	PTE200T
Schedule K	Questionnaire
Schedule P	
Schedule P-1	

### III. Binary Attachments

#### Submission Size

The instance of a federal or state submission XML file cannot exceed 3 GB compressed. The maximum size of an individual PDF file attached to the submission is 60 MB uncompressed.

#### Attach a PDF File

To attach a PDF file, perform the following steps:

Create the PDF file using any available tool. In creating a PDF file for the submission, it is important to adhere to the following guidance:

- Do not password protect or encrypt PDF attachment when attaching.
- Keep binary attachments as small as possible. Try exporting a document instead of scanning one, when creating a PDF file.
- Each separate PDF cannot exceed 60 megabytes uncompressed.
- Each PDF must start with %pdf- and end with %%EOF. The return will reject if the PDF is not properly formatted.

### IV. MANIFEST INFORMATION

The following must be included in the manifest:

CBT100/100S/100U

```
<StateSubmissionTyp>CORP</StateSubmissionTyp>  
<SubmissionCategoryCd>CORP</SubmissionCategoryCd>
```

Annual Reports

```
<StateSubmissionTyp>CBTAR</StateSubmissionTyp>  
<SubmissionCategoryCd>CORP</SubmissionCategoryCd>
```

Estimated payments CBT150

```
<StateSubmissionTyp>CBTEP</StateSubmissionTyp>  
<SubmissionCategoryCd>CORPEP</SubmissionCategoryCd>
```

Extension CBT200T

```
<StateSubmissionTyp>CBT200T</StateSubmissionTyp>  
<SubmissionCategoryCd>CORP</SubmissionCategoryCd>
```

## V. UPDATES FOR TY2021

Below is a list of changes that were made to the 2021 CBT forms/schemas. Changes may continue to be made throughout the filing season. Changes made throughout the season are documented and tracked in the Change Log file that is available on the NJ portal.

1. Ancillary forms such as the 300 credit series, Worksheet GITDEP, and Forms CBT160A and B will no longer be submitted via MeF. These forms should be submitted as a binary attachment when necessary.
2. Individual line and schedule changes on the CBT100, CBT100S, and CBT100U can be seen by reviewing the business rules spreadsheet which is available on the portal. Changes that are new to the 2021 filing season are highlighted in red.
3. Schedules B and C are removed from all CBT forms.
4. Schedule E is removed from CBT100U
5. Schedule A-GR is removed from CBT100, but remains for the CBT100S.
6. Elements were added to the headers of the 100, 100S and 100U. Please see schema and business rules for details.

## VI: REQUIREMENT TO INCLUDE FEDERAL TAX DATA

P.L. 2021, c. 118, which was signed into law on November 4, 2020, made a series of technical corrections, clarifications, and changes to legislation affecting the Corporation Business Tax Act. This Technical Bulletin discusses the amendments to N.J.S.A. 54:10A-14.

Effective for **privilege periods ending on and after July 31, 2020**, N.J.S.A. 54:10A-14 states in relevant part:

- (a) The director shall require any taxpayer or managerial member to submit, as part of a full and complete New Jersey return, copies or pertinent extracts of its federal income tax returns, or of any other tax return filed with any agency of the federal government, or of this or any other state, or of any statement or registration made pursuant to any state or federal law pertaining to securities or securities exchange regulation. The director shall issue regulations describing which federal extracts are required and which extracts are optional.

For federal purposes, taxpayers are required to complete and attach a variety of schedules for various parts of the federal return in order to comply with various provisions of the federal Internal Revenue Code. For New Jersey Corporation Business Tax purposes, some of the supporting schedules that are required for federal tax purposes are not necessary since certain federal forms are not applicable to provisions of the New Jersey Corporation Business Tax Act.

Taxpayers must include a copy of the federal return (or returns in the case of certain combined groups), including all attachments, that was filed with the Internal Revenue Service for the privilege period (i.e., Form 1120, 1120-F, 1120-S, etc., as applicable).

In addition to a copy of the federal return(s), the following federal forms and schedules must be included as part of a full and complete New Jersey Corporation Business Tax return:

- Form 851
- Form 1118
- Form 1125-A
- Form 1125-E
- Form 4562
- Form 4797
- Form 5471
- Form 5472
- Form 8858
- Form 8990
- Form 8992
- Form 8993
- Schedule D
- Schedule M-3

**Failure to include a copy of the federal return and the above forms (if the taxpayer attached them as part of their original federal return) filed with the Internal Revenue Service will result in an incomplete New Jersey Corporation Business Tax Return and the taxpayer may be assessed penalties and interest for noncompliance.**

All other federal forms and schedules not listed above must be made available to Division of Taxation staff upon request.

## **VII. EXCLUSIONS FROM ELECTRONIC FILING**

In addition to the returns listed in IRS publications as excluded from federal electronic filing for the 2021 tax filing period, the following documents will not be accepted for electronic filing in New Jersey in 2021:

- **Foreign Account Indicator on Direct Debit and Direct Deposit tax returns**

## **VIII. ACCEPTANCE AND PARTICIPATION**

If the IRS approves you to e-file, you're automatically accepted for New Jersey. We don't require a separate application to be submitted. New Jersey will accept returns electronically from any IRS approved software provider. Software providers will work in a cooperative partnership effort with the Division of Revenue's E-services.

## **IX. ACCEPTANCE PROCESS**

### **EFIN and ETIN**

The IRS assigns the Electronic Filing Identification Number (EFIN) and Electronic Transmitter Identification Number (ETIN). The New Jersey Division of Revenue will use these same numbers in the Federal/State Electronic Filing Program. These numbers are used in the acknowledgment system to identify preparers and transmitters.

### **New Jersey Test Data**

All participants are required to follow the IRS testing procedures for acceptance into the program. Only software developers are required to test their software with New Jersey. Participants must transmit live return data using only State of New Jersey-accepted federal/state electronic filing software.

## **X. NEW JERSEY ACKNOWLEDGEMENT PROCESS**

The Internal Revenue Service will provide State Acknowledgement service on its Front End Processing System (MeF platform). The State of New Jersey will send their Acknowledgements to MeF for trading partners to pick up, when they pick up their Federal Acknowledgement. New Jersey will store Submission ID provided by the IRS for use by our help desk.

New Jersey acknowledges all electronic returns received. Clients receive acknowledgments from both the IRS and the State of New Jersey. It should be noted that a Federal acknowledgment does not extend to the corresponding State return. A Federal acknowledgment means only that the State portion has been made available to that State.

An acceptance from New Jersey does not imply that the return, in its entirety, is correct. It acknowledges only that the return conforms to the required standards for electronic filing. Acknowledgments will be transmitted to the IRS System for retrieval

## **XI. CHANGES ON THE RETURN**

Amended returns can now be filed electronically. An amended return indicator is included on the form and in the schema beginning TY19.

## **XII. CALENDAR/DUE DATES**

When a transmitted electronic business return is rejected in Processing Year 2021, there is a 10-day Transmission Perfection Period to perfect that return for electronic re-transmission.

## **XIII. PAYMENTS**

There are two methods for submitting a payment to the state of NJ. One method would be to submit a payment electronically with the return. The other method would be to submit a payment online separately from the e-filed return. If you choose to submit a payment online, use the following web address:

[https://www1.state.nj.us/TYTR\\_BusinessFilings/jsp/common/Login.jsp?taxcode=20](https://www1.state.nj.us/TYTR_BusinessFilings/jsp/common/Login.jsp?taxcode=20)

## **XIV. FREQUENTLY ASKED QUESTIONS (FAQ)**

The following FAQ is meant to address some of the common questions received during prior filing seasons.

- **My client has a 52/53 week accounting period for federal filing purposes. However, NJ is rejecting the return for invalid period beginning and end dates. Does NJ recognize 52/53 week filers?**

No. NJ does not recognize this federal designation. The CBT instructions stipulate that all NJ CBT returns must be filed on a monthly accounting basis, and cannot exceed a 12 month period even by a day. The 52/53 week filers will use the same accounting year for both their federal and NJ returns, but the period end date on their NJ return must end on the last day of the month.

- **The return I'm attempting to file has a period end date of 6/30/2021. Is this considered a 2021 return?**

No. The 2020 CBT return is only to be used for accounting periods ending on or after July 31<sup>st</sup>, 2021 through June 30<sup>th</sup> 2022. The CBT instructions include a chart on page one of the instruction booklet that breaks down the due dates for CBT returns based on the accounting period end date.

It is important to keep in mind that the fiscal year ends on June 30<sup>th</sup>. The number one reason returns are rejected by NJ is due to inaccurate accounting period information.

- **I have a client that is a fiscal filer for the state of NJ. Their 2021 CBT return is late because the 2021 schema package was not available until after the client's due date has passed. Will the client be assessed a penalty for filing late?**

No. The New Jersey Division of Taxation recognizes that 2021 fiscal filers with a due date of 11/15/2021 or 12/15/2021 did not have the means to file by those due dates. Therefore, the Div. of Taxation is granting automatic extensions to taxpayers in this situation. You may view the full language regarding this automatic extension on the Taxation website (link below).

<https://www.state.nj.us/treasury/taxation/automaticextension.shtml>

- **Does New Jersey accept paper returns for Corporation Business Tax?**

For tax years beginning on or after January 1, 2016, all taxpayers and tax preparers must file CBT returns and make payments electronically. The mandate includes all CBT returns, estimated payments, extensions, and vouchers. However, since New Jersey did not have a free filing option when this law was implemented, we will accept paper corporate business tax returns for tax years ending before July 2017.

**\*\*\*NOTE:** If you have further questions on the e-file/e-pay mandate you must address them to the NJ Division of Taxation. NJ DORES e-file will not interpret the language of the mandate beyond what is written. NJ DORES e-file does not have the authority to grant special status or exceptions to the e-file/e-pay mandate.

- **My client is a fiscal filer with an estimated payment or extension due before the schema package was available. What should I do?**

You have the option to make estimated payments and extension payments online via the NJ Division of Taxation website:

[https://www1.state.nj.us/TYTR\\_BusinessFilings/jsp/common/Login.jsp?taxcode=20](https://www1.state.nj.us/TYTR_BusinessFilings/jsp/common/Login.jsp?taxcode=20)