

Instructions for preparation of Income and Franchise Tax Credit-In-Lieu of Payment Credit Voucher form

Upon receiving an invoice / bill for broadband telecommunications service as referenced in Senate Bill 3184, 2010 Regular Legislative Session, the Institutions of Higher Learning (University) shall prepare a cover letter (sample included) and an Income and Franchise Tax Credit-In-Lieu of Payment Credit Voucher form (sample included) and submit them along with a copy of the invoice / bill for broadband telecommunications service to:

**Department of Finance and Administration
Director, Office of Fiscal Management
Tax Credit Voucher Processing
P. O. Box 267
Jackson, MS 39205**

The Income and Franchise Tax Credit-In-Lieu of Payment Credit Vouchers must be submitted on the required completed form.

Once the form is received by the Department of Finance and Administration (DFA) and the credit approved, the DFA will return one signed original to the University that submitted the request and will provide one signed original to the Department of Revenue. The University will be required to attach the original tax credit voucher to the invoice / bill for broadband telecommunications service and submit it in satisfaction of the invoice / bill to:

**AT&T
Lead Tax Accountant – Tax Credits
1010 N. Saint Marys Street, 9th Floor
San Antonio, TX 78215**

It is imperative that the invoice / bill and original tax credit voucher be submitted to this address to receive proper and timely credit for payment of the invoice / bill.

The form submitted to the Department of Revenue will be used to verify the credits issued to the broadband telecommunication contractor.

Date: Instruction - 1

Voucher Number: Instruction - 2

Income and Franchise Tax Credit-In-Lieu of Payment Credit Voucher

Pursuant to Section 28, Senate Bill 3184 of the 2010 Regular Legislative Session, the telecommunications contractor shall be entitled to a credit against the aggregate tax liabilities imposed on such contractor by Chapters 7 and 13 of Title 27, Mississippi Code of 1972.

This credit voucher is in lieu of an equal amount of cash payment for broadband telecommunications service rendered by the contractor under a contract with the State to provide broadband telecommunications service to the Institutions of Higher Learning.

This credit voucher is issued in compliance with the terms of the contract for services between the state and the contractor.

Credit Voucher Issued To -

Name: Instruction - 3a
Federal Identification Number: Instruction - 3b
State Income Tax ID Number: Instruction - 3c

Credit Voucher Issued For -

Customer Name (as it appears on bill): Instruction - 4a
Federal Identification Number: Instruction - 4b
Contact Person and Telephone Number: Instruction - 4c

Billing Date: Instruction - 5
Date Services Provided: Instruction - 6
Current Month Credit Amount: Instruction - 7

As authorized and issued by:

Instruction - 8
Authorized Signature

Instruction - 8
Printed Name

Instruction - 8
Title (Print)

This document must be attached to the Corporate Income and Franchise Tax Return on which the credit is being applied. The amount claimed should be reported as a Broadband Credit (code 19) (Schedule Required)

Instructions:

1. Date

Enter the date prepared

2. Voucher Number:

The voucher number will be assigned by the University in the following manner and will be a unique identifier.

- The first three digits will be the initials of the University followed by a dash as follows: **MSU-** (Mississippi State University), **UOM-** (University of Mississippi), **USM-** (University of Southern Mississippi), **JSU-** (Jackson State University), and **UMC-** (University of Mississippi Medical Center);
- The next eight digits will be the date prepared for example November 1, 2011 followed by a dash and would result in 11012011- (mmddy-); and
- The next digit would be the voucher prepared that day, for example this digit would be 1 for the first voucher prepared that day, 2 for the second voucher prepared that day, etc....

For instance, if Mississippi State University received an invoice for broadband service and began the process to submit a credit voucher for approval and prepared the voucher on December 15, 2011 the voucher number would be **MSU-12152011-1**. If a second voucher was prepared by the same institution for another invoice the same day, then that voucher number would be **MSU-12152011-2**.

3. Credit Voucher Issued To:

a. Name:

This should be the name of the contractor providing the broadband telecommunications service. For example: **BellSouth Telecommunications, Inc.**

b. Federal Identification Number

This is the federal tax identification number for the contractor providing the telecommunications service.

c. This is the Mississippi tax identification number for the contractor providing the telecommunications service.

4. Credit Voucher Issued For-

a. Customer Name (as it appears on bill):

This will be the name of the University receiving the broadband telecommunications service. For example: University of Mississippi. This is limited to universities – not colleges.

b. Federal Identification Number

This is the federal tax identification number for the institution of higher learning receiving broadband telecommunications service.

c. Contact Person and Telephone Number

Enter the name of the individual preparing the credit voucher form or other knowledgeable person that is able to discuss the information submitted on the credit voucher form and a telephone number where they can be contacted

5. Billing Date:

This is the billing date. For example: October 11, 2011.

6. Date Services Provided:

This is the monthly service dates and should be from the beginning to the ending date. For example: Oct 11 thru Nov 10.

7. Current Month Credit Amount:

This is the amount of the credit and should be equal to the amount of the invoice / bill for telecommunications service. The total amount of credits approved for each fiscal year shall not exceed \$2,000,000.

8. Authorized Signature, Printed Name, and Title:

This section should be left blank. Once the credit is received by the Department of Finance and Administration and the credit approved, the authorized signatory will sign the credit voucher.

Sample Cover Letter

Date

Mr. Kevin Upchurch:
Executive Director
Department of Finance and Administration
P. O. Box 267
Jackson, MS 39205

Re: **Income and Franchise Tax Credit-In-Lieu of Payment Credit Voucher Form**

Dear Mr. Upchurch:

Included you will find a copy of our Income and Franchise Tax Credit-In-Lieu of Payment Credit Voucher Form for your approval. We certify that the broadband telecommunications service that we are requesting this payment credit voucher be issued for has been received by the University and the attached bill is accurate.

Sincerely,

University Official