

County of Erie

CHRISTOPHER L JACOBS
COUNTY CLERK

Memorandum

DATE: March 28, 2013
TO: Cashiers and Customers of the Clerk's Office
FROM: Patricia L Fulwiler, Deputy County Clerk - Legal
RE: **Revised TP-584**

The Tax Department has recently revised Form TP-584, Combined Real Estate Transfer Tax Return, Credit Line Mortgage Certificate, and Certification of Exemption from the Payment of Estimated Personal Income Tax and TP-584-I instructions. The revised forms have a print date of (4/13). PDF versions of these forms are attached. The forms will be required after April 15, 2013; however, we continue to accept the prior (3/07) version of Form TP-584 for 60 days.

The modifications made to the forms are minor and include:

- A check box was added to the TP-584 for Grantor/Transferor and Grantee/Transferee for "Single member LLC." If this box is checked by either the grantor or grantee, then the single member of the LLC must complete the added name and identification number box for the single member.
- The grantor must now list the Statewide Information System Code (SWIS Code) for the property under the location and description of property conveyed on the TP-584. The SWIS Code for the property can usually be found on the property tax bill, or by contacting the local assessor's office. In addition, the instructions direct filers to visit a State web site <http://orpts.tax.ny.gov/cfapps/MuniPro/swis/index.cfm?> to access list property SWIS codes.
- On page 4 of the TP-584, referees are instructed that if the property is being conveyed is pursuant to a foreclosure proceeding, they should proceed to Part II, check the second box under exemptions for nonresident transferor(s)/seller(s) and sign at bottom.

As always, if you have any questions, please feel free to email me (Patricia.Fulwiler@erie.gov) or call me (858-6348).