

## **Tennessee Department of Revenue**

### **Franchise Tax Property Measure (Schedule G) Refund Instructions**

Taxpayers who paid the franchise tax based on the property measure (Schedule G) on a return filed on or after January 1, 2021, for a tax period that ended on or after March 31, 2020, are eligible for a refund. Eligible taxpayers must submit a refund claim using the 2-step process established exclusively for this purpose. To submit a claim, taxpayers must:

1. Amend the return(s) for the period(s) to be included in the refund claim in chronological order. Report franchise tax on the amended returns using net worth (Schedule F) instead of Schedule G.
2. Submit the FAE Schedule G Repeal refund claim form.

The amended returns and refund claims **must be submitted by November 30, 2024.**

Below are step-by-step instructions on using TNTAP to amend the return(s) and request a refund.

#### **Amending the Return(s)**

1. Log into [TNTAP](#) and locate the franchise and excise tax account.
  - a. For third-party users, locate the taxpayer and then the franchise and excise tax account.
2. Select the View/File Returns link for the franchise and excise tax account and locate the earliest period that requires a return amendment.
  - a. **NOTE:** It is **important** to amend the returns chronologically, beginning with the oldest eligible period.
3. Select the View or Amend Return link on the period and then the Amend link.
4. On the Amendment Questions screen, select 'Other' from the drop-down box as the reason for this amendment and type 'Franchise Tax Schedule G Repeal Refund' in the required text box. Select Next.
5. On the Taxpayer Questions screen, the answers will be prepopulated based on the responses submitted with the original return. Please review these answer(s) and change any that are no longer correct. Select Next.
6. Navigate through the return schedules that are prepopulated based on the original return and review Schedule F. Report the appropriate values to determine franchise tax due using the version of Schedule F that applies to the taxpayer (Schedule F1, F2, or F/SF). Select Next.

7. On the Schedule G screen, zero out all lines/values to remove the property measure from the franchise tax calculation and confirm Schedule G, Line 15 is 0.00. Select Next.
8. Continue through the remaining franchise and excise tax return schedules. Do not make any edits to the remaining schedules. Review the Summary screen and confirm Schedule A, Line 2 is 0.00. Select Next.
  - a. **NOTE:** Certain lines, like Schedule C, Line 16B – Refund, are disabled for the periods and returns impacted by this legislation.
9. Navigate through the Attachments screen. Attachments to the amended return are not required but can be added. Select Next.
10. Navigate to the Payment screen and select **No** in response to the “*Would you like to pay by ACH?*” question. Select Submit.
11. Input your password, which will act as your signature, and select OK.
12. If desired, print the return confirmation. Select OK.
13. Repeat Steps 2 through 10 above for any other eligible tax periods.

The Department of Revenue processes most filed amended returns overnight. To allow time for this, taxpayers must wait **until at least the following day** to verify that the overpayment generated by the amended return filings has posted to their account in TNTAP. Once an amended return has processed, the status on the Returns page of the franchise and excise tax account will display as “Processed.” After verifying the amended returns have processed, taxpayers must file the FAE Schedule G Repeal refund claim form.

### **Requesting the Claim for Refund of Franchise Tax Paid on Property Measure (Schedule G)**

1. Log into [TNTAP](#) and locate the franchise and excise tax account.
  - a. For third-party users, locate the taxpayer and then the franchise and excise tax account.
2. Select the Additional Actions link for the franchise and excise tax account.
3. Select the Additional Actions tab.
4. Under the Forms section, select the FAE Schedule G Repeal Refund link and review the instructions. Select Next.
  - a. **NOTE:** This refund cannot be claimed using the Department’s standard refund claim form.
5. On the Recipient screen, carefully review the name and address for the refund recipient. Ensure that the address selected is correct, as this will be the address to

which the refund check will be sent. Ensure that the name selected is correct, as this will be the name to which the check is made payable. Select Next.

6. On the Supporting Documentation screen, select the Attach Documents link. If desired, attach supporting documentation to the refund claim. Select Next.
  - a. **NOTE:** You are encouraged to include a balance sheet, schedule of assets/liabilities, pro forma, or federal return pages supporting the net worth calculation per Schedule F. Doing so may decrease the refund claim processing time.
7. On the Claim Amount(s) screen, the available refund amount for all eligible tax periods will prepopulate based on the amended returns. Review the amounts and select Next.
8. Answer each question on the Report of Debts screen and certify the information is true and correct. Select Next.
9. On the Review & Submit screen, carefully review all information, answer the questions, and input your name, title, and the date. Select Submit.
10. Input your password, which will act as your signature, and select OK.
11. If desired, print the request confirmation. Select OK.

Following these instructions provides the quickest route for the Department of Revenue to process the franchise tax property measure (Schedule G) repeal refund claims and issue the refunds. If approved, the taxpayer will receive correspondence noting the refund approval and the approved amount. The Department of Revenue will issue the refund payment to the name and mailing address selected in Step 5.

For more information and assistance, taxpayers may contact the Department of Revenue at (615) 253-0700 or submit a request to our help desk at <https://revenue.support.tn.gov>.