

# **MAINE REVENUE SERVICES**

**Income/Estate Tax Division  
24 State House Station  
Augusta, ME 04333-0024**

## **INSTRUCTIONAL PAMPHLET FOR INDIVIDUAL INCOME TAX**

**Schedule NRH  
Worksheet A  
Worksheet B  
Worksheet C**

**for Nonresidents and Part-Year Residents**

**Use Maine Revenue Services' Web site ([www.maine.gov/revenue](http://www.maine.gov/revenue)) to download tax forms and instructions or obtain tax information, including tax laws and regulations.**

**To receive forms by mail, call (207) 624-7894. The forms line is available every day, 24 hours a day. Please allow two weeks to receive the forms you order.**

**For additional assistance with your tax questions, call (207) 626-8475. The taxpayer assistance lines are available weekdays, 8:00 a.m. - 5:00 p.m.**

**To arrange a payment plan, call (207) 621-4300. The lines are available weekdays, 8:00 a.m. - 5:00 p.m.**

## SCHEDULE NRH FOR MARRIED PERSON ELECTING TO FILE SINGLE

If you filed a **married joint** federal income tax return, you may elect to file as a single individual on the Maine return if either of the following two situations apply to you:

- (1) The residency status for you and that of your spouse were different for Maine during the tax year; **OR**
- (2) Both you and your spouse were nonresidents of Maine for the entire tax year, but only one of you had Maine-source income during the tax year.

*For more information regarding residency status, please refer to the Maine Revenue Service “Guidance to Residency Status” brochure which can be downloaded at [www.maine.gov/revenue](http://www.maine.gov/revenue).*

If your filing status on your federal return was single, head-of-household, or married separate, you *cannot* file using Schedule NRH.

**Taxpayers using Schedule NRH must include a complete copy of their federal return (including all schedules and worksheets) with the Maine return when filing.**

**Please Note:** Generally, nonresidents and part-year residents must file a Maine return using the same filing status as properly used on the federal return and must complete **Form 1040ME and Schedule NR** (*if not all income is taxable to Maine*). However, if one spouse is a full-year Maine resident and the other spouse is not, and a joint federal return was filed, you have two options:

- (1) You can choose to file a joint Maine return as if both were full-year Maine residents; **OR**
- (2) Each can file a Maine return as a single individual using **Form 1040ME with Schedule NRH**. Each return must show the proper residency status. **You may choose this option only if you filed a joint federal return.**

If both spouses are nonresidents, and a joint federal return was filed, but only one spouse has Maine-source income, you have two options:

- (1) You can choose to file a joint Maine return and determine your joint tax liability as nonresidents using **Form 1040ME with Schedule NR** (*for more information see Schedule NR*); **OR**
- (2) The spouse who has Maine-source income can choose to file a return as a single individual using **Form 1040ME with Schedule NRH**.

**Maine’s income tax return always begins with federal adjusted gross income, regardless of residency status.** Your tax is first calculated as if you were a resident of Maine for the entire year. Nonresidents and part-year residents must then claim a credit (*calculated on Schedule NR or NRH using Worksheets A and B, and if necessary, Worksheet C*) based on the income that was earned outside Maine while a nonresident of Maine. **(NOTE: Nonresident Servicemembers, see page 6 for special instructions.)**

- ❶ *Do not begin the Maine return with only the income earned in Maine.*
- ❶ *Do not subtract the income earned outside Maine as a negative income modification on Maine Schedule 1.*

Schedule NRH is designed to separate joint income between spouses and, if the filer is a **nonresident** or **part-year resident**, between Maine source income and non-Maine source income. Maine source income includes the following:

- 1) All income received while a resident of Maine;
- 2) Salaries and wages earned working in Maine, including any taxable benefits related to those earnings, such as annual and sick leave. **Except**, employees who do not ordinarily work in Maine do not have to file if they worked in Maine for less than 21 days or had no more than \$6,000 in gross income in Maine during the taxable year;
- 3) Income derived from or connected with the carrying on of a trade or business within Maine (including distributive share of income (loss) from partnerships and S corporations operating in Maine);
- 4) Shares of trust and estate income derived from Maine sources;
- 5) Income (loss) attributed to the ownership or disposition of real or tangible personal property in Maine; and
- 6) Maine State Lottery or Tri-State Lottery winnings from tickets purchased within Maine on or after July 13, 1993, including payments received from third parties for the transfer of rights to future proceeds related to Maine State Lottery or Tri-state Lotto tickets purchased in Maine.

Income from intangible sources, such as interest, dividends, annuities, most pensions and gains or losses attributable to intangible personal property, received by a nonresident of Maine is not subject to Maine income tax. However, if that income is related to a business or profession carried on in Maine, it is subject to Maine income tax.

A part-year resident is subject to Maine income tax on all income derived while a resident of Maine, even if the income is received from out-of-state sources, plus any income derived from Maine sources during the period of nonresidence.

**EXAMPLE 1:** *Fred Jones is a resident of Maine. His wife, Jane Jones, is a resident of Massachusetts. Each maintains a separate permanent home in their respective state of residency. Jane earns no income in Maine. They file a married joint federal return.*

Fred and Jane have two options;

- (1) They could choose to file married joint with Maine as if both were full-year residents of Maine (*see* 1040ME, Schedule 3 to determine whether you may claim a credit for tax paid to another jurisdiction), **OR**
- (2) Since Jane is not a resident of Maine, Fred could opt to file his own return with Maine using the single filing status. To do so, he would complete Schedule NRH. Jane would not file a Maine return in this situation.

*The Jones' may choose either filing option in this example, depending on the option that results in the lower tax liability.*

**EXAMPLE 2:** *Fred Jones is a resident of Maine. In June, Fred marries Jane who had been a resident of Massachusetts. Jane moves to Maine after the wedding and establishes her Maine residency. Jane leaves her job in Massachusetts and gets another job in Maine. They file a married joint federal return.*

Fred and Jane have two options;

- (1) They could choose to file married joint with Maine as if both were full-year residents of Maine (*see* 1040ME, Schedule 3 to determine whether you may claim a credit for tax paid to another jurisdiction), **OR**
- (2) Since Jane is a part-year resident and Fred is a full-year resident, each could file their own return with Maine using the single filing status. Each would complete a Schedule NRH along with their 1040ME form.

*The Jones' may choose either filing option in this example, depending on the option that results in the lower tax liability.*

**EXAMPLE 3:** *Fred and Jane Jones are residents of Massachusetts. Jane commutes to Kittery, Maine to work. Fred works in Boston, Massachusetts. They file a married joint federal return.*

Fred and Jane have two options;

- (1) They could choose to file married joint with Maine as if both were nonresidents of Maine and use Schedule NR to calculate a nonresident credit, **OR**
- (2) Since both Fred and Jane are nonresidents of Maine, but only Jane has Maine source income, Jane could file her own return with Maine using the single filing status. She would file as a nonresident of Maine using Schedule NRH. Fred would not file a Maine return in this situation.

*The Jones' may choose either filing option in this example, depending on the option that results in the lower tax liability.*

**EXAMPLE 4:** *Fred and Jane Jones are residents of Massachusetts. Fred and Jane both commute to Maine to work. They file a married joint federal return.*

Because both have Maine source income and both have the same residency status, Fred and Jane must file a married joint, nonresident return with Maine. They may not elect to file as single individuals using Schedule NRH. They must use Schedule NR in order to claim a nonresident credit on any non-Maine source income.

## INSTRUCTIONS FOR COMPLETING SCHEDULE NRH

NONRESIDENT SERVICEMEMBERS. See page 6 for special instructions.

*Schedule NRH is a complicated form. You should not try to complete the form without having read the specific line-by-line instructions. If you have difficulty completing any line on the form, refer back to the instructions for further information or call Maine Revenue Services at (207) 626-8475 for assistance.*

### **Form 1040ME LONG FORM:**

- 1) If you are electing to file a single return using Schedule NRH, enter your name, social security number and address on the **1040-ME long form**. Enter only your name and social security number on the Maine return. Do not include your spouse's name and social security number on the lines labeled "Your name" and "Your social security number," even if your spouse's name was first on your federal income tax return.
- 2) Check the age and blindness boxes if they apply to you. Do not complete the boxes for your spouse.
- 3) Check the box for **Single** for your filing status. Do not check the married filing joint or married filing separate boxes.
- 4) For personal exemptions, do not include your spouse. Enter the total number of exemptions shown on your federal return, less one.

### **① COMPLETE WORKSHEETS A AND B BEFORE COMPLETING SCHEDULE NRH.**

### **SCHEDULE NRH:**

- 5) Complete Schedule NRH, column A with information from Worksheet B, column A (include all income from both spouses as reported on your joint federal return).

In Schedule NRH, column B, enter only your portion of the income you reported in Schedule NRH, column A. If you and your spouse do not use separate accounting for earnings and deductions, then income other than wages is divided equally between you and your spouse. Additions and deductions are also divided equally between you and your spouse.

Complete Schedule NRH, Column C only if you are a nonresident or part-year resident of Maine. In Schedule NRH, column C, enter the non-Maine source income that is included in Schedule NRH, column B. If you are a resident of Maine, leave Schedule NRH, column C blank even if you worked outside Maine. Also, do not enter your spouse's income in Schedule NRH, column C. (**NOTE:** *The sum of Schedule NRH, column B and column C will not equal Schedule NRH, column A.*)

- 6) Complete Maine Schedule A if you have any tax additions or tax credits. If you claim any of the listed additions (Maine Schedule A, lines 1 through 3) or personal tax credits (Maine Schedule A, lines 5 and 7), multiply the joint amount of the individual credits or additions by the percentage listed on line 7, column B of Schedule NRH. (**NOTE:** The child care credit on Maine Schedule A, line 6 is prorated on the Worksheet for Child Care Credit). Enter your share on Maine Schedule A to enter the results on Form 1040ME. You may claim 100% of your ownership share of the business credits on Maine Schedule A, lines 9-18 and 20-24.

Schedule NRH also has instructions on the form itself that tell you what information to enter on page 1 of Form 1040ME. These instructions are located on lines 4, 5, 6, 8, 9 and 11 of Schedule NRH.

## **NONRESIDENT SERVICEMEMBERS:**

On December 19, 2003, President Bush signed the Servicemembers Civil Relief Act (Public Law No. 108-189), which made amendments to the Soldiers' and Sailors' Civil Relief Act of 1940. Section 2 of the law contains a provision which alters the computation of Maine individual income tax for certain nonresidents that will affect Maine returns beginning on or after January 1, 2003 for some military taxpayers.

Section 511(d) of the Act prevents states from including the military compensation of a nonresident servicemember in the total income when computing the applicable rate of tax imposed on other income earned by the nonresident servicemember, or their spouse, that is subject to tax by the state.

Since the 2003 Maine income tax return includes this income in federal adjusted gross income, a deduction must be made on the Maine return for a nonresident servicemember. To deduct the military income of a nonresident servicemember from the Maine taxable income in 2003, use the following instructions (if using Schedule NRH):

- 1) Complete Form 1040ME, Worksheet A (if applicable) and Worksheet B for nonresidents/part-year residents. **NOTE: When completing Worksheet B, include the military compensation received by the nonresident servicemember on line 1, columns A and D. This procedure will ensure the proper determination of non-Maine-source income.**
- 2) Complete Form 1040ME, Schedule NRH and Form 1040ME. Follow the step-by-step instructions for completing Schedule NRH. **NOTE: The military income of a nonresident servicemember, in the case of a nonresident military person filing**

**Schedule NRH, should be included on line 1 and line 5b, columns A, B and C. On line 5b, write "NR military compensation" in the space provided. This procedure will ensure the proper ratio for the determination of the non-resident credit.**

- ① When completing Form 1040ME, Schedule 1 for line 15 of Form 1040ME, include the amount of military compensation of the nonresident servicemember on Form 1040ME, **Schedule 1, line 2j, 'Other'** and enter "*NR military compensation*" in the space provided.

A "servicemember" is defined as a member of the Army, Navy, Air Force, Marine Corps, Coast Guard, a commissioned officer of the Public Health Service or the National Oceanic and Atmospheric Administration. It also includes a member of the National Guard who is under a call to active service authorized by the President or the Secretary of Defense for a period of more than 30 consecutive days for purposes of responding to a national emergency declared by the President and supported by Federal funds.

Any further questions about the computation of Maine individual income tax for certain nonresidents should be directed to the Income/Estate Tax Division of Maine Revenue Services at: [income.tax@maine.gov](mailto:income.tax@maine.gov)/revenue or call 207-626-8475.