

PART-YEAR RESIDENTS SCH TC INSTRUCTIONS

PART-YEAR RESIDENTS: COMPLETE THE SCH TC AND ATTACH IT TO PAGE 1 OF THE POR-1040. CHECK BOX 18a ON PAGE 1 OF THE POR-1040 AND CARRY THE PART-YEAR TAX CALCULATION FROM LINE 23 OF THE SCH TC TO BOX 18b. BOTH FORMS MUST BE FILED – DO NOT SEND THE SCH TC BY ITSELF.

Part-Year Resident – a person who changed their domicile (primary residence) during the year from one inside Portland to one outside Portland or vice versa. If you were a resident for only part of 2024, use form POR-1040TC to calculate the tax and attach it to the POR-1040. If you had income taxable as a resident and as a nonresident during the year, you must file as a part-year resident.

Married with Different Residency Status. If you were married in 2024 and had a different residency status from that of your spouse, file separate returns or file a part-year resident return using Form POR-1040TC to compute the tax.

Check Residency. Check to see if an address falls within the Portland city limits:
<https://portland-michigan.org/DocumentCenter/View/71/City-Limits-Street-Guide-PDF>

General instructions for completing the Sch TC are below. If specific detail is needed, such as what income is taxable, please refer to the instructions attached to the Resident (POR-1040R) and Non-Resident (POR-1040NR) forms.

COLUMN A. Report all income in Column A as it is shown on your Federal tax return.

COLUMN B. Income not taxable to Portland is to be reported in Column B. This includes income earned outside of the city limits while you were a non-resident. Only income (wages, business and rental income, etc.) earned inside of the Portland city limits is taxable to non-residents. For example, if you earned wages in Saranac while you lived in Lake Odessa, those wages would be reported in Column B because they are not taxable to Portland. PLEASE NOTE: If you are excluding wages which had Portland tax withheld upon, you must attach the WAGES AND EXCLUDIBLE WAGES SCHEDULE and provide the location(s) where work duties were actually performed. For a detailed list of taxable income taxable to non-residents, please refer to the instructions provided with the non-resident tax form.

COLUMN C. Report the income earned while living in the Portland city limits. **ALL** income of Portland residents is taxable – even if earned outside of the Portland city limits.

COLUMN D. Any income you earned in the city limits of Portland while a non-resident is to be reported in Column D. For example, if you lived in Saranac for part-of the year, but earned wages in the city limits of Portland, those wages are taxable, as is business or rental income, etc. Interest income is not taxable to non-residents unless it is related to property located in the Portland city limits (example: interest received from land contract). Capital gain income is also only taxable if related to income activity inside of the Portland city limits. For a detailed list of taxable income taxable to non-residents, please refer to the instructions provided with the non-resident tax form.

Once you have completed all applicable columns of the Sch TC, copy the amount from Line 23 to Line 18b on page 1.

WHERE TO MAIL FORMS AND PAYMENTS

City of Portland
Attn: Income Tax Department
259 Kent St.
Portland, MI 48875