

2024 Montana Form PTE

Pass-Through Entity Instructions

MONTANA DEPARTMENT OF REVENUE



MONTANA
DEPARTMENT OF
REVENUE

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Dear Montana Taxpayer,

We sincerely thank you for filing your Montana tax return. Your timely filing benefits your community and helps to make Montana a better place for all of us.

We encourage you to continue filing electronically if possible. Last year, 87 percent of business taxpayers filed electronically. Taxpayers have found that e-filing is easy and convenient, ensuring accurate processing. Electronic filing can also help you more quickly receive any refund you are owed.

We are committed to assisting you with any questions you may have about your filing requirements. If you need more information or would like help, please visit [MTRevenue.gov](https://mtrevenue.gov), call (406) 444-6900 or Montana Relay at 711 for the hearing impaired, or email DORHelp@mt.gov.

Best regards,

Your Montana Department of Revenue

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This booklet is designed to address the laws for the majority of tax filing situations. If you have a unique situation that is not addressed in the booklet, please refer to Title 15 of Montana law found at leg.mt.gov or call us with your questions.

What's New?

Montana Legislative Changes

Reduced tax rate. Pass-through entity tax and pass-through withholding are assessed at a tax rate of 5.9% beginning in tax year 2024. Previously, they were assessed at 6.75 percent.

Composite tax is subject to the individual income tax rate for a taxpayer with a single filing status.

Expanded Qualified Endowment Credit. The Qualified Endowment Credit, a tax credit for taxpayers that make charitable donations to qualified endowments, has increased. The credit is equal to 40% of the present value of a planned gift up to \$15,000. Businesses may claim a credit of up to 20% of an outright gift to a qualified endowment up to \$15,000.

Single Receipts Factor. Beginning with tax periods after December 31, 2024, multistate entities filing in Montana will no longer use the property, payroll, and double-weighted receipts factors to arrive at the apportionment factor. Instead, the apportionment factor will consist of a single receipts factor.

Forms Changes

Page 1. Line 18 now contains checkboxes to designate the amount of apportionable activity a PTE has in Montana.

Page 2. Line 21 contains a checkbox for PTEs to indicate if they used the annualized method to determine estimated payments for composite tax or pass-through entity tax. Also, the Authorized Representative information for PTET elections was moved from the Flow-Through Payments Schedule to the bottom of page 2.

Schedule IV. The Schedule IV was adjusted to reflect changes made by Senate Bill 399 (2021), and to remove any guaranteed payments not included in the calculation of Montana taxable income.

Page 11. The Montana Source Income Schedule was updated to distinguish the type of guaranteed payments the PTE made during the tax year – services and capital.

Schedule K-1. The Schedule K-1 was updated to distinguish the type of guaranteed payments made to the owner. Also, a new owner type was added – Grantor Trust, code GT.

New Form EST-PTI. A form to help determine interest on underpayment of estimated tax for composite tax and pass-through entity tax is available starting in tax year 2024. Form EST-PTI can be used to determine whether underpayment interest is due on either standard or annualized estimated payments. See Form EST-PTI instructions for more information.

Estimated payments worksheet. There are two new worksheets at the end of the instructions for a PTE to determine estimated payments for the next tax year. Worksheet PTE-ESW is used to calculate estimated payments using the regular method. Worksheet PTE-ESA is used to calculate estimated payments using the annualized method.

Interest Rate for 2025

Effective January 1, 2025, the annual interest rate assessed on outstanding balances is 8 percent.

This rate also applies to underpayment of estimated taxes. Interest is calculated daily.

General Instructions

Purpose of the Form

Form PTE is an information return and a composite tax return for pass-through entities with Montana source income and pass-through entities registered to do business in Montana. It includes schedules for the reporting of Montana source income derived from the activities of disregarded entities owned by pass-through entities.

Form PTE also includes an election to pay the Pass-Through Entity Tax (PTET). For more information about PTET, see the PTET Guide at [MTRevenue.gov](https://mtrevenue.gov).

Definitions used in these instructions

Disregarded entity (DE) – A business entity that is disregarded as a separate entity from its business owner for federal tax purposes. DEs owned by partnerships or S corporations are usually single member limited liability companies (LLCs) or qualified subchapter S subsidiaries. DEs owned indirectly through a series of DEs are considered to be owned directly by the PTE for the purpose of reporting their Montana source income on Form PTE.

Federal return – Federal Form 1065 for partnerships and federal Form 1120S for S corporations.

Owner – Includes a partner, a member of an LLC, or a shareholder.

Pass-through entity (PTE) – Partnership, S corporation, or DE.

Participant – Owner participating in a composite return.

Partnership – Includes a general partnership, limited partnership, limited liability partnership, publicly traded partnership, LLC treated as a partnership for federal income tax purposes, or any other entity treated as a partnership for federal income tax purposes.

S corporation – A corporation that is an S corporation for federal income tax purposes.

Who Must File?

A partnership or an S corporation must file a Form PTE annually if the PTE, or one of the DEs it owns:

- has any amount of Montana source income, whether a gain or loss
- filed a return in a prior year and did not mark the return final
- is registered to do business with the Montana Secretary of State
- elects to pay PTET

If an entity filed a return for a prior year or is registered with the Montana Secretary of State but did not engage in any activity in Montana, including through a disregarded entity, the entity must file an Affidavit of Inactivity for Corporations, Partnerships and Disregarded Entities (Form INA-CT). This form can be filed online using our TransAction Portal at <https://tap.dor.mt.gov>.

Due Date

File Form PTE and pay the tax due by March 17, 2025. An automatic extension of six months applies for filing the return, but this extension does not apply to payments. For fiscal filers, Form PTE and tax is due the 15th day of the third month following the close of the entity's tax year.

If a PTE files after the extended due date, the entity may have to pay a penalty for filing late.

Extension to file Form PTE

A PTE is granted an automatic extension of time to file of up to six months. **An extension of time to file is not an extension to pay. If the entity does not pay the amount of tax due by the original due date, it will owe interest and penalties on any balance due.**

Elections to pay composite tax or PTET must be made by the extended due date. Composite tax or PTET elections are not valid and will be reversed if the return is received late. Pass-through withholding will be assessed when applicable.

Filing Form PTE

File electronically! File the Montana and federal returns separately or at the same time through a tax professional who is an authorized IRS e-file provider, or with software approved by the department.

If the entity files its return electronically, it does not have to mail in a paper copy of the return. When the PTE files its return electronically, it represents that it has kept all the required documents as its tax record and that it will provide copies of these if we ask for them. The president, vice president, treasurer, assistant treasurer, or chief accounting officer of an S corporation, or the general partner or LLC member manager, does not have to sign a copy of the return and submit it to us. The act of completing and filing the return electronically is considered an authorized signature.

File Form PTE electronically to avoid calculation errors of PTET, composite tax, and pass-through withholding (if applicable).

For more information regarding electronic filing, visit [MTRevenue.gov](https://mtrevenue.gov) or irs.gov.

Partnership with more than 100 partners.

A partnership with more than 100 partners over the course of its tax year must file the Form PTE electronically. The partnership may be eligible to receive a hardship waiver by completing the Partnership E-file Waiver Request (Form PWR). The partnership must submit the request at least 30 days before the due date of the return, including extensions. For more information about e-filing, visit [MTRevenue.gov](https://mtrevenue.gov) or call us at (406) 444-6900.

Paper Filing. If the entity files Form PTE on paper, it must also include a complete copy of the federal Form 1065 (U.S. Return of Partnership Income), or federal Form 1120S (U.S. Income Tax Return for an S Corporation), with all federal Schedules K-1, statements and documents.

If the entity chooses not to file electronically, mail the return to:

Montana Department of Revenue
PO Box 8021
Helena, MT 59604-8021

Important: Form PTE must include a Montana Schedule K-1 for each owner regardless of how you file your return.

We do not accept copies of federal Schedules K-1 in place of completed Montana Schedules K-1.

If a Montana Schedule K-1 for each owner is not included with the return, the entity's return will not be processed until we receive the schedules, and the return may be subject to a late filing penalty.

Owners other than resident individuals, trusts and estates. When a PTE has an owner that is a nonresident individual, estate, trust, second-tier pass-through entity, or a foreign C corporation at any time during the year, additional schedules or forms may apply:

If subject to pass-through withholding, a Form PT-AGR (Montana Pass-Through Entity Owner Tax Agreement) may be required. Eligible owners can file this to attest that they will file their return and pay any tax due. See Form PT-AGR Instructions for more information.

If electing to pay composite tax, Schedule IV (Montana Composite Income Tax Schedule) is required. This is the composite tax return that the PTE completes and files on behalf of eligible owners who have elected to participate in the composite filing.

If the PTE or one of its DEs is engaged in multistate activities, the PTE may have to include with its return:

- Schedule I (Apportionment Factor for Multistate PTEs)
- Schedule DE
- Montana Source Income Schedule

If an entity has any pass-through tax or pass-through withholding paid on its behalf by a lower-tier entity, or it receives mineral royalty withholding on a Form 1099-MISC, the Flow-Through Payments Schedule is required.

How to Pay

A PTE can pay its Montana taxes by:

- Electronic funds withdrawal when e-filing return. You can schedule your withdrawal for a later date.
- E-check or credit/debit card. Visit <https://tap.dor.mt.gov> There is a small fee when paying with a credit or debit card.
- Personal check, money order, or cashier's check. Be sure to include the payment voucher available at [MTRevenue.gov](https://mtrevenue.gov). S corporations use Form SB and partnerships use Form PR. Make your check payable to the Montana Department of Revenue. Sign your check, and write your FEIN, the name of the PTE, and "Tax Year 2024" on the memo line.

Note: We may need to adjust your payment if it is not in U.S. funds.

Interest and late payment penalties will be assessed on any amount not paid when due. For more information regarding electronic payment options, visit [MTRevenue.gov](https://mtrevenue.gov).

Amending Form PTE

Complete the entire Form PTE using the corrected amounts. Mark the "Amended Return" box on the Form PTE. Include applicable forms and statements that explain in detail the reasons for amending the tax return.

If the amended tax return results in a change to income or a change in the distribution of any income or other information provided to any owner, the entity will need to file amended Montana Schedules K-1 and non-amended Montana Schedules K-1 with an amended Form PTE. The entity must give a copy of the amended Montana Schedule K-1 to each owner.

If the entity filed the original Form PTE electronically through the joint federal/state program, then it can e-file an amended Form PTE as long as the software supports amended filing.

If the entity files an amended tax return that shows it owes an increased amount of taxes, it may have the late payment penalty waived. Simply mark the "Amended Return" box on the form and pay the tax and applicable interest in full when the entity files the amended return. By marking this box and paying all tax and interest in full, the entity is requesting a waiver of the late payment penalty.

The department does not accept superseded returns. If the PTE needs to make a change after the return is filed, but before the extended due date, the PTE must amend its return.

Federal Adjustment and Administrative Adjustment Request

A partnership receiving a federal final determination as a result of a federal adjustment must file a report with the department to disclose any change to Montana source income for all tax years covered by the final determination. This report is due no later than 90 days after the final determination date. If the report is filed late, the late filing penalty will be applied.

The report must be sent to the pass-through entity unit manager at the following address:

Pass-Through Unit Manager
Business and Income Taxes Division
Montana Department of Revenue
PO Box 7149
Helena, MT 59604-7149

The report must include a copy of the final determination and a detailed statement of the calculation that changes Montana source income with regard to amount, timing, allocation, apportionment, and distributive shares, etc.

Election to Pay. A partnership may make an election to pay at the partnership level and must make that election on the report. When this election is made, the report must include the calculation of the tax, penalties, and interest. The penalties and interest are calculated from the date the tax should have been paid to the date the partnership files the report. When a partnership makes the election, the amount owed must be paid with the next Form PTE that is required to be filed by the partnership. If the partnership is not required to file a Form PTE for the next year, the partnership must amend the return that was adjusted. Report the amount owed on line 33.

If you want to make a payment as a result of this election, contact the Pass-Through Unit at DORPassthrough@mt.gov to obtain instructions.

Administrative Adjustment Request. If the partnership makes an Administrative Adjustment Request (AAR), it must complete Schedule VI, questions 6, 7, and 8, and include federal Forms 8985, 8986, and/or 8082, with Form PTE, if applicable. When an AAR results in a federal imputed underpayment and does not change the overall amount of Montana source income received by a partner for the tax years covered by the AAR, no further action is required. When an AAR results in an overall increase of Montana source income for

any given nonresident or foreign entity partner, the partnership must either:

1. file an amended return, or
2. when a composite or withholding tax is not required, elect to remit an amount equal to:
 - a. the pass-through withholding tax rate multiplied by the additional amount of Montana source income resulting from the AAR; and
 - b. the amount of penalties and interest owed as if the adjustment had resulted in the amendment of the reviewed year return.

Tax Records

PTEs should keep all tax records for as long as the statute of limitations is in effect for the tax period. The statute of limitations is three years from the date the return is filed. Omitting a significant amount of income may extend the statute an additional two years.

PTEs should keep property records and carryover information even longer.

Line Instructions

Entity Information

Apportionable Income Worksheet. Begin by filling out the Apportionable Income Worksheet included as the final page of these instructions. Include a copy of the worksheet with your return.

Tax Year. The PTE must use the same tax year used for federal income tax purposes (as indicated on the federal return) for Montana income tax purposes. If the PTE has a fiscal year, enter the beginning and ending dates of the fiscal year. Use the 2023 Form PTE if the PTE's fiscal year began in the 2023 calendar year.

Mark the Final Return box if the PTE ceased to exist during Tax Year 2024.

Name and Address. Enter the entity's name (as it appears in the partnership agreement, articles of incorporation, or other formation documents) and mailing address in the spaces provided.

Federal Employer Identification Number (FEIN). Enter the same FEIN used on your federal return. Montana uses the FEIN for identification purposes. If the entity changed its FEIN during the tax year, include a statement with the tax return that identifies the previous FEIN.

Federal Business Code/NAICS. Enter the Business Code Number from the federal form. This code is based on the North American Industry Classification System (NAICS). For more information, visit naics.com.

MT Secretary of State ID Number. Enter the entity's Montana Secretary of State Identification number. The identification number begins with a letter followed by six to eight digits. The PTE received this number when it registered to do business in Montana. Enter the letter, followed by the next six to eight digits of the number. Leave any extra boxes blank. To find the PTE's identification number, visit the Montana Secretary of State's website at sosmt.gov and search for the PTE's business name under the Business Services & UCC section. If your entity is not registered with the Secretary of State and does not have an identification number, leave this area blank.

Date of Registration in Montana. If the entity is registered with the Secretary of State to do business in Montana, enter the registration date.

State Formed In. Enter the state in which the PTE was formed and the date it was formed. If the PTE was formed in a foreign country, enter that country.

Schedules K-1 and Owner Information. The PTE must include a Montana Schedule K-1 for each owner with the Form PTE. Enter the number of Montana Schedules K-1 included with the return. Also, enter the number of residents, nonresidents, and other types of owners. An example of an "other" type of owner is a foreign C corporation.

Pass-Through Entity Tax Election (PTET)

The PTET election applies to the distributive share of Montana source income, as apportioned under the Multi-State Tax Compact, allocated to individuals, estates, trusts, partnerships, S corporations, and disregarded entities owned by an individual, estate, or trust. A second election is available to assess PTET on 100% of pass-through income allocated to resident owners.

PTET election box. If the authorized representative of the PTE elects to have the PTE pay the PTET, mark the PTET box on the upper left corner of Page 1 and complete the Pass-Through Entity Tax Authorized Representative section at the bottom of page 2.

The election is irrevocable once made, and applies to the distributive share of Montana source income, as calculated under the Multistate Tax Compact, allocable to all affected owners that are individuals, estates, trusts, and pass-through entities. It cannot be made after the extended due date of the return. The distributive share of Montana source income allocable to C corporations and tax-exempt entities is not affected by PTET. When the PTET election box on Page 1 is marked, the corresponding box on the Schedules K-1 of the owners' affected by PTET must also be marked.

Resident PTET election box. The authorized representative may choose to make an election to assess PTET on their entire distributive share of income allocable to resident owners, regardless of the apportionment and allocation rules. Mark the Resident PTET box if the authorized representative elects to increase the distributive share of income allocable to residents to 100% of pass-through income. The Resident PTET election cannot be marked if the PTET election box is not marked.

For more information about when to make either election, see Publication 4, Pass-Through Entity Tax Guide at MTRevenue.gov.

The Resident PTET election applies to 100% of the distributive share of pass-through income allocated to resident individuals, estates, trusts, and disregarded entities owned by resident individuals, estates, or trusts. When the Resident PTET election box on Page 1 is marked, the corresponding box on all resident owners' Schedules K-1 must also be marked.

Lines 1 through 14 – Owners' Distributive Share of Income and Deduction Items

Enter the corresponding amounts reported on the federal Schedule K.

Line 4 – Guaranteed Payments. Use this line only if the PTE is a partnership; S corporations must leave these fields blank or enter 0 (zero). Enter the combined total of lines 4a and 4b.

Line 4a-Guaranteed payments for services. Enter the amount reported on Form 1065, Schedule K, line 4a.

Line 4b-Guaranteed payments for capital. Enter the amount reported on Form 1065, Schedule K, line 4b.

Line 6 – Ordinary Dividends. Enter the total amount of ordinary dividends reported on the federal Schedule K. Montana taxes dividends as ordinary income and does not apply the federal rate for qualified dividends.

Line 13 – Owners' Distributive Share of Deduction Items. Enter the amount of deductions reported on the federal Schedule K. Include a detailed statement for lines 13d and 13e.

Lines 15 through 20 – Owners’ Distributive Share of Montana Source Income

Lines 15 and 16a. Report Montana adjustments from your apportionable income as reported on Montana Adjustments Worksheet, Column A. Do not include adjustments from other columns. The PTE must include the Montana Adjustments Worksheet with its return if it reports any adjustments. See the instructions for the Montana Adjustments Worksheet.

Line 15 – Montana Additions from PTE’s Apportionable Activities. To compute Montana income taxable to owners, certain items must be added to income. Enter the total additions the PTE derives from its own apportionable operations from the Montana Adjustments Worksheet, Column A, line 1.

Line 16 – Deductions. To compute Montana income taxable to owners, certain items are deducted from income.

Line 16a. Enter the total Montana subtractions the PTE derives from its own apportionable operations reported on the Montana Adjustments Worksheet, Column A, line 2.

Line 16b. Enter the sum of all distributive items of income (loss) from all federal Schedules K-1 received from other pass-through entities.

Line 16c. Enter the sum of income (loss) derived from disregarded entities that are not segments. Segments’ apportionable income is included in the PTE’s apportionable income. This is the DE’s amount of federal income from all sources before Montana adjustments.

Line 16d. Report nonapportionable income or losses derived from the PTE’s own activities on this line. This income is not included when computing the PTE’s income apportioned to Montana. This includes nonapportionable income (loss) that is allocated to a specific state. Include a statement justifying why such income is considered nonapportionable.

Guaranteed payments issued for services performed by an individual direct partner are allocated to the state where the services were performed and must be deducted on this line.

Line 18 – Income Apportioned to Montana. For entities engaged in business only in Montana, mark the “Schedule I not required – 100% Montana activity” check box, enter 100 percent as the apportionment percentage, and enter the full amount that is reported on line 17.

For multistate entities without Montana activity, mark the “Schedule I not required – 0% Montana activity” check box, enter 0 percent, and go to line 19.

Otherwise, multiply the amount that is reported on line 17 by the apportionment percentage reported on Schedule I, line 6. Enter the result on line 18. See the instructions for Schedule I.

Line 19 – Total Nonapportionable Income Sourced to Montana

Line 19a. Report the total Montana source income from the sum of Montana Schedules K-1, Part IV, line 14, received from other pass-through entities. Include Montana source income from Schedules K-1 received by DEs listed on Schedule VII. Any adjustments to Montana source flow-through income stemming from inconsistent treatment reported on federal Form 8082 are also included in this amount.

Line 19c. Report the total adjusted nonapportionable income (loss) allocated to Montana from the PTE’s own activities. To compute this amount, start with the total Montana source income from the Montana Source Income Schedule, Column C. Adjust this amount by Montana source total additions and subtractions from Montana Adjustments Worksheet, Column B, lines 3 and 4. Any adjustments to Montana source income stemming from inconsistent treatment reported on federal Form 8082 that is not flow-through income are reported on this line.

For the amount reported on line 19c, the PTE must include each of the following with Form PTE:

- a statement showing each item of Montana source income subject to allocation and its related expenses,
- a statement explaining the reason for treating the item of income as Montana source income subject to allocation, and
- a copy of the other state’s income tax or information return if the PTE allocates to a state other than Montana. If the PTE is not required to file an income tax or information return with the other state, the PTE must indicate this in a statement.

Lines 21-47 Calculation of Amount Owed or Refunded

Before completing lines 21-34, complete the Flow-Through Payments Schedule, Part I and Schedule IV (Composite Tax), if applicable. Then, complete all owners’ Montana Schedules K-1 and the Flow-Through Payments Schedule, Part II.

Line 21 – 2024 Payments. Enter on line 21 all the payments the PTE made for Tax Year 2024. Include estimated, tentative, and extension payments made prior to completing the return.

If you are filing an amended Form PTE, do not report payments made with an original return on this line. Report these payments on line 39.

Annualized Payments Checkbox. Mark this box if you made estimated payments using the annualization method. Include a copy of Form EST-PTI if you make estimated payments using this method.

Line 24 – Total Taxable Income Subject to Pass-Through Entity Tax. If you did not make a PTET election, enter zero.

Enter the total Montana distributive share from Schedules K-1, Part 4, Column B, line 14 for all owners included in the PTET election. If you made a Resident PTET election, enter the total everywhere distributive share from Schedules K-1, Part 4, Column A, line 14, for all residents, and, if applicable, the Montana distributive share for all other owners from Schedules K-1, Part 4, Column B, line 14.

Line 25 – Pass-Through Entity Tax. If the PTET election box on page 1 is marked, enter the amount of PTET on all Schedules K-1, Part 5, line 1, otherwise enter zero.

For Tax Year 2024, PTET is 5.9 percent of the PTE's taxable income. However, due to rounding, the amount on line 25 may not exactly equal 5.9 percent of line 24.

Line 27 – Pass-Through Entity Tax Due or (Overpayment). Report tax due as a positive number and any overpayment as a negative number.

Line 28 – Total Montana Composite Tax. Enter the total amount of composite tax reported on Schedule IV, Column H. See the instructions for Schedule IV.

The amount on this line must equal the sum of Part V, line 2, on all Montana Schedules K-1 filed by this entity.

Line 31 – Interest on Underpayment of Estimated Tax. The PTE is required to make estimated tax payments throughout the year if it expects to owe a PTET liability of at least \$500 or a composite income tax liability of at least \$500 unless it meets the exceptions found on page 23. If the PTE was required to make estimated composite tax payments and it did not pay the required amounts, it must pay interest on any underpayment. To calculate the underpayment interest, complete Form EST-PTI. See [15-30-3312, MCA](#).

Any underpayment will be subject to underpayment interest.

Line 32 – Sum of Owner Withholding from all Montana Schedules K-1. Enter the sum of owner withholding reported on all Montana Schedules K-1, Part V, line 3a. This is the total amount due from the PTE to Montana on behalf of its owners. The owners will claim this amount as a refundable credit on their own Montana tax returns.

Line 33 – Tax Liability Resulting from Partnership Adjustment. A partnership that has filed a Federal Adjustment Report or an AAR and has elected to pay the Montana tax, penalties, and interest resulting from a federal final determination must include the total amount of liabilities (including penalties and interest) on this line.

Line 36 – PTE Information Return Late Filing Penalty. A PTE is charged a late filing penalty if it files Form PTE after the due date, including the automatic six-month extension. The penalty is \$10 multiplied by the number of owners at the close of the tax year for each month or fraction of a month that the entity does not file the PTE information return. This penalty is calculated for up to five months and may not exceed \$2,500. See [15-30-3302, MCA](#).

A late filing penalty is not imposed on an entity that has 10 or fewer owners that are individuals, estates of a deceased individual, or C corporations, if the owners have filed the required returns or other required reports timely and have paid all taxes when due.

Line 38 – For Amended Returns Only – Previously Issued Refunds. If the PTE is amending the 2024 return, enter the amount of any refund the PTE received when it filed its original tax return or a previously amended tax return.

Line 39 – For Amended Returns Only – Payments Made with Original Return. If the PTE is amending the 2024 return, enter any payments the PTE made when it filed its original tax return and any subsequent payments that were applied to the PTE's 2024 tax liability.

Line 41 – Late Payment Penalty. The late payment penalty is equal to 0.5 percent per month, calculated daily, on the unpaid amount from the original due date not including extensions, until it is paid. The daily rate is 0.0164 percent. Your late payment penalty will never exceed 12 percent (24 months x 0.5%) of the unpaid tax. Late payment penalty is automatically waived if you pay all the tax and interest with your return, or within 30 days of the first notice from the department.

If the PTE files an amended tax return that reflects an increased tax liability, it may have the late payment penalty waived. To receive the waiver, mark the "Amended Return" box on Form PTE and pay the tax and applicable interest in full when the PTE files the amended return. By marking this box and paying all tax and interest, the PTE is treated as having requested a waiver of the late payment penalty.

Line 42 – Interest. Compute interest on any tax liability that the PTE has not paid by the due date of the tax return and enter the total on this line. The tax liability is determined by adding lines 30, 35, and 38, then subtracting line 39.

Since lines 30 and 35 can be both positive and negative, the net of these numbers must result in an overall tax owed for interest to be due. Lines 38 and 39 are only applicable to amended returns.

Effective January 1, 2025, the interest rate is 8 percent. To calculate the amount of interest, multiply line 27 by 0.0219% (0.000219), and then multiply that product by the number of days between March 17, 2025, and the day the PTE's tax is paid.

A valid extension of time to file the PTE's tax return does not extend the due date to pay the PTE's income tax liability after March 17, 2025.

Line 44 – Amount You Owe. If the amount on line 43 is greater than zero, enter it on this line. This is the amount due with the PTE's tax return.

See "How to Pay" on page 4.

For more information about e-pay options, visit MTRevenue.gov.

Interest and penalties will be assessed on any amount not paid when due.

Line 45 – Overpayment. If the amount on line 43 is less than zero, enter it on this line. This is the amount the PTE has overpaid.

Line 46 – Amount applied to 2025 estimated taxes. All or part of the overpayment that the PTE reported on line 45 can be refunded or carried over as a 2025 estimated tax payment. Enter the amount of the overpayment reported on line 45 that the PTE wants applied to its 2025 estimated tax.

Line 47 – Refund. This is the amount of the refund that will be issued.

If the PTE is requesting a refund, mark the box located in the top portion of Form PTE, page 1.

If the PTE would like to use direct deposit, enter the PTE's financial institution's routing number (RTN#) and the PTE's account number (ACCT#) in the spaces provided. The routing number will be nine digits and the account number can be up to 17 characters, including numbers and letters. Mark whether the PTE's account is a checking or savings account and if the PTE's refund will go to a bank outside of the United States and its territories (Midway Islands, Puerto Rico, American Samoa, U.S. Virgin Islands, Federated States of Micronesia, and Guam).

If the financial institution does not accept direct deposit, we will mail the PTE a refund check.

A sample of a personal check is provided for reference.

John Taxpayer
Jane Taxpayer
23 Main Street
Anyplace, MT 59000
Pay to the
Order of _____ \$ 1234 Dollars

Anyplace Bank
Anyplace, MT 59000

Routing Number: 123456789
Account Number: 9876543210

Do not include the check number in the account number.

Sign the Return

If the PTE is filing its return on paper, the return is not valid unless the president, vice president, treasurer, assistant treasurer, or chief accounting officer of an S corporation, the general partner, or LLC member manager signs the return. Unsigned returns cannot be processed and require us to contact the president, vice president, treasurer, assistant treasurer, or chief accounting officer of an S corporation, the general partner, or LLC member for a signature.

If the PTE is filing its return electronically, the president, vice president, treasurer, assistant treasurer or chief accounting officer of an S corporation, the general partner, or LLC member manager does not sign the return. The act of filing electronically signifies the owner's declaration, under the penalty of false swearing, that:

- The shareholder, partner or member is authorized to file the return;
- The information in the return is true, correct, and complete; and
- The act of filing electronically constitutes the shareholder's, partner's, or member's signature.

Paid Preparer

Paid preparers are required to sign the return and include his or her address and Preparer Tax Identification Number (PTIN) in the space provided.

Authorized Representative

If the entity elects PTET, the PTE must designate an authorized representative who can make the PTET election and the Resident PTET election. The authorized representative is the only party the Department of Revenue may talk to about its PTET election(s).

May the DOR discuss this return with the tax preparer?

If the PTE marks yes, we can discuss any concerns that we might have with the 2024 tax return – a missing schedule, for example – with the PTE’s tax preparer. If the PTE does not mark the box, we cannot discuss the return with anyone but an owner or someone to whom the PTE has given a power of attorney that allows us to discuss the return with him or her.

If yes is marked on a return by the PTE, the PTE is authorizing us to contact the tax preparer to answer any questions that arise while we are processing the 2024 tax return.

By marking the box, the PTE is also authorizing us to:

- request that the tax preparer give us any information that is missing from the return;
- respond to the tax preparer’s call to us for information about the processing of the PTE’s return or the status of the PTE’s refund or payments;
- discuss certain notices from us about math errors, offsets, and return preparation.

Note: The department will only send notices directly to the PTE, not to the tax preparer.

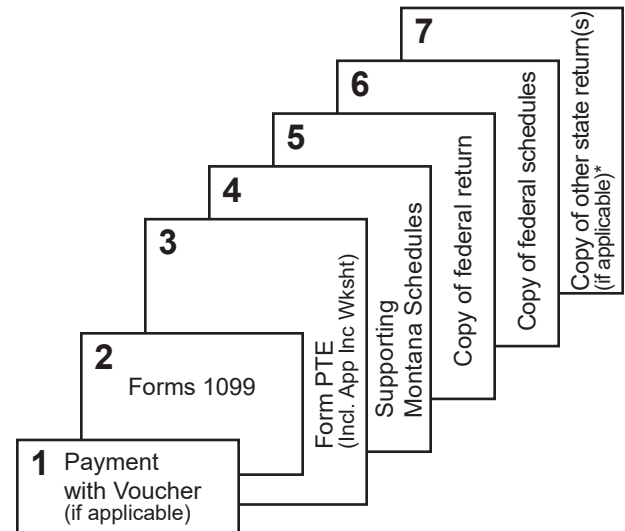
The PTE is not authorizing the tax preparer to receive any refund check, bind the PTE to anything (including any additional tax liability), receive any information about any other tax year or tax matter, or otherwise represent the PTE before the department.

Be aware that this authorization cannot be revoked. The authorization will, however, automatically end no later than the due date, without regard to extensions, for filing next year’s (2025) tax return. This is March 16, 2026, for most PTEs.

If the PTE wants to expand or change the tax preparer’s authorization (for example, to verify any estimated payments it will make in the future), it can use Form POA (Power of Attorney, Authorization to Disclose Tax Information). Form POA can be filed electronically and is available at [MTRRevenue.gov](https://mtrrevenue.gov).

Assemble the Return

If the PTE is filing a return on paper, assemble the return, without using staples, according to the following diagram. Include all Forms 1099.



**Please
Do Not Use Staples**

**Include a copy of the returns from another state if the PTE is a multistate entity.*

Flow-Through Payments Schedule

The Flow-Through Payments Schedule is used to report the various flow-through payments that may have been received from a lower tier entity or third party. These payments are reported to the PTE on either a Schedule K-1 (PTE) or a Form 1099-MISC. It does not include any payment made by the PTE itself. Payments made by the PTE are reported on page 2. For an example of how Part II of this schedule should be completed, see Publication 4, Pass-Through Entity Tax Guide at [MTRRevenue.gov](https://mtrrevenue.gov). Part I compiles the payments that are received by the PTE on Montana Schedules K-1 on which the PTE is an owner and on Forms 1099-MISC.

To complete Part I, enter the name and FEIN of the payer and then the amount of mineral royalty withholding, pass-through withholding, and PTET credit in the applicable column. If you received more than four flow-through payments attach a statement with the same information.

This part does not include any withholding from loan-out company payments for purposes of the MEDIA credit.

Part II distributes all three kinds of payments made on behalf of the PTE among three groups of owners: owners affected by PTET when a PTET election is made, owners included in a composite tax election, and all other owners. These owners include those owners not included in a composite or PTET election.

Line 1 – Sum of Profit and Loss Percentage of all MT Schedules K-1 Subject to Applicable Column(s) A, B, and C. Enter the sum of the profit and loss percentages reported on all owners' Schedules K-1 for each category. If the PTE does not elect PTET, leave Column A blank even if the PTE has received PTET from a lower tier entity. If there are no owners included in a composite tax election, leave Column B blank.

Line 2. This is the amount of mineral royalty withholding allocable to each category of owners based on their profit and loss percentage.

Line 3 – Mineral Royalty Withholding Passed to Owners. This is the mineral royalty withholding passed to owners not affected by PTET or subject to composite tax in Column C. The PTE must pass mineral royalty withholding to owners if pass-through withholding is not reported on Schedule K-1.

Line 4 – Balance of Mineral Royalty Withholding the PTE Can Claim as a Credit. The amount in each column is the amount of mineral royalty withholding that the PTE may claim as a credit against the three tax types that may be assessed on Form PTE.

Line 5. This is the amount of pass-through withholding allocable to each category of owners based on their profit and loss percentage on line 1.

Line 6 – Pass-Through Withholding Passed to Owners. Enter the pass-through withholding passed to owners not affected by PTET or subject to composite tax in Column C. The PTE may pass pass-through withholding to owners at its discretion on each Schedule K-1, Part V, line 3b. However, if withholding is due on a Schedule K-1, Part V, line 3a, passing flow-through withholding to an owner may result in an additional amount owed by the PTE.

Line 7 – Balance of Pass-Through Withholding the PTE Can Claim as a Credit. The amount in each column is the amount of pass-through withholding the PTE can claim as a credit against the three tax types that may be assessed on Form PTE.

Line 8. If the PTE elected PTET, enter 100% of the PTET received by the PTE on Column A. All PTET must be used first against the PTET calculated by the PTE. Any excess payment will be refunded to the PTE or applied against other taxes owed.

Line 9. If the PTE does not elect to pay PTET, allocate the PTET to owners on Columns B and C based on the profit and loss percentage on line 1.

Line 10 – Total Pass-Through Entity Tax Passed to Owners. Enter the PTET passed on to owners not subject to composite tax in Column C. The PTE may not pass PTET to owners that are C corporations or tax-exempt entities.

Line 11 – Credit Balance for PTE Not Electing to Pay PTET. The amount in Columns B and C is the amount of PTET that the PTE may claim as a credit against composite tax or pass-through withholding.

Line 12 – Total Payments the PTE Can Claim as a Credit. This is the total amount of prepayments the PTE can use as a credit against the tax types that may be assessed on Form PTE. Report the amount in Column A on page 2, line 26; the amount in Column B on page 2, line 29; and the amount in Column C on page 2, line 34.

Schedule I – Apportionment Factor for Multistate PTEs

After the PTE determines its amount of apportionable income, it will apply the apportionment factor to calculate the portion of Montana source income included in this apportionable income. The apportionment factor is the standard UDITPA (Uniform Division of Income for Tax Purposes Act) three-factor formula consisting of a property factor, payroll factor, and double-weighted receipts factor.

Important: Include only the PTE's own items of property, payroll, and receipts. Do not add in any other PTE's property, payroll, or receipts, unless they are from a DE that is a segment of the PTE's own activities.

The PTE must ask the department if it can determine the amount of income that it attributes to Montana on some basis other than the apportionment method. If the department allows the PTE to use an alternative method, the PTE will still need to complete and submit Schedule I.

See [Title 15, Ch. 31, part 3, MCA](#), and [Title 15, Ch. 1, part 6, MCA](#), for additional filing information.

Line 1 – Property Factor. The property factor is a fraction. The numerator is the average value of the PTE's real and tangible personal property owned, leased or rented and used in Montana in the production of apportionable income during the tax period. Mobile property is generally included in the Montana column based on the portion of the year the property was located in the state. Enter the numerator values in column B of Schedule I. The denominator is the average value of all of the PTE's real and tangible personal property

owned, leased, or rented and used in the production of apportionable income during the tax period. Enter the denominator values in column A of Schedule I.

Line 2 – Payroll Factor. The payroll factor is a fraction. The numerator is the total amount that the PTE paid for compensation attributable to the production of apportionable income during the tax period in Montana. Enter the numerator values in column B of Schedule I. The denominator is the total amount that the PTE paid for compensation attributable to the production of apportionable income during the tax period. Enter the denominator values in column A of Schedule I.

Line 3 – Receipts Factor. Receipts mean all gross receipts of the PTE exclusive of nonapportionable income and intercompany transactions. The receipts factor is a fraction. The numerator is the PTE’s total receipts in Montana during the tax period. Enter the numerator values in column B of Schedule I. The denominator is the PTE’s total receipts everywhere during the tax period. Enter the denominator values in column A of Schedule I.

Line 4-Double-Weighted Receipts Factor. Enter the amount reported on line 3.

Line 6-Apportionment Factor. Divide line 5 by the number of factors that can be included in the calculation. Because the receipts factor is double-weighted, it is counted twice in the number of factors.

Schedule II – Montana PTE Tax Credits

To claim a credit, enter its code (Column A), credit authorization number, if applicable (Column B), and amount (Column C) in the table provided.

You will receive a credit authorization number if you are eligible to claim the Contractor’s Gross Receipts Tax Credit, Innovative Educational Program Tax Credit, Student Scholarship Organization Tax Credit, Jobs Growth Incentive Credit, or Media Tax Credit.

Example: The PTE is claiming a contractor’s gross receipts credit of \$2,000 with an authorization number of 1234567-004-CGR. Enter code “CGR” in Column A, “1234567-004-CGR” in Column B, and \$2,000 in Column C. The PTE must allocate a distributive share of each credit it claims to each owner based on their percentage of profit and loss, unless specific instructions on the individual credit form allow for an alternative. Report that distributive share on each owner’s Montana Schedule K-1, Part VI.

Credit Name	Credit Code
Apprenticeship Tax Credit***	APP
Contractor’s Gross Receipts Tax Credit*	CGR
Historic Property Preservation Credit**	HPP
Infrastructure User Fee Credit*	IUF
Innovative Educational Program Credit***	IEP
Jobs Growth Incentive Credit*	JGI
Media Credit*	MED
Qualified Endowment Credit*	QET
Recycle Credit*	RCY
Student Scholarship Program Credit***	SSO
Trades Education and Training Credit*	TET
Unlocking Public Lands Credit***	UPL
* Montana credit form required with return ** Federal credit form required with return *** Documentation of approval for credit required with return	

Schedule IV – Montana PTE Composite Income Tax Schedule

A PTE can elect to file a composite tax return and pay composite tax on behalf of eligible participants.

Owners can elect to be a participant in a composite return if they:

- are a nonresident individual, nonresident estate, nonresident trust, foreign C corporation, tax-exempt entity or a second-tier pass-through entity;
- have no other Montana source income (other than Montana source income from another pass-through entity that is also electing to file a composite return on the owner’s behalf); and
- consent to be included in the return by providing the entity with a written power of attorney, authorizing the entity to file and act on their behalf.

Owners who are nonresidents, foreign C corporations, tax-exempt entities or second-tier pass-through entities and who properly elect to participate in the composite tax return do not file a Montana income tax return. However, if the owner has Montana source income from a different source in the same tax year, the owner is not eligible to participate unless that other income is from pass-through entities that file composite returns on behalf of the owner.

Participants that receive separately stated deductions subject to an election or limitation on their own return should consult with a tax professional prior to making an election to be included on a composite return. Such separately stated deductions are not allowed in the composite tax calculation.

The Montana tax credits claimed by the pass-through entity cannot be applied to reduce the entity's composite tax liability.

A PTE can include an owner in filing a composite tax return only if the owner has provided a power of attorney that authorizes the entity to file the composite return and act on the owner's behalf. The entity does not submit the power of attorney with its tax return; it retains the power of attorney as authorization from the owner.

If the PTE files a composite tax return, it is responsible for:

- paying the composite tax liability,
- paying any additional tax, penalty and interest for the composite tax liability,
- representing the participants in any appeals, claims for refunds, hearings or court proceedings, and
- making quarterly estimated payments of the composite tax liability.

If more space is needed, complete additional copies of Schedule IV (available at [MTRevenue.gov](https://www.mt.gov/MTRevenue.gov) under Forms). We do not accept copies of federal Schedule K-1, spreadsheets or any other forms in place of a completed Schedule IV.

If a Schedule IV is not completed, the processing of the entity's return will be delayed until we receive this completed schedule. The return may be subject to a late filing penalty.

Guaranteed Payments for Services

Guaranteed payments (GP) for services are an exception from sourcing rules and are not included in the entity's income for Montana tax purposes per ARM 42.9.303(3).

As a result, partners receiving GP for services sourced to Montana cannot participate in a composite election.

Partners receiving GP for services not sourced to Montana may participate in a composite tax election because GP for services are excluded from the composite tax calculation.

When calculating the composite tax, the partnership must exclude all GP for services from the everywhere income used for the calculation of composite tax and from the numerator and the denominator of the composite tax ratio.

Part I

Enter the number of participants in the composite income tax return.

Part II

The composite tax ratio is the ratio of the PTE's Montana source income including Montana adjustments but excluding apportioned guaranteed payments for services to the PTE's income from all sources for federal income tax purposes including Montana source adjustments but excluding total guaranteed payments for services.

Line 1. Enter the amount found on Form PTE, line 14. This is the PTE's federal income from all sources.

Line 2. Enter the amount on Form PTE, line 4a. This is the PTE's total guaranteed payments for services.

Line 3. Enter the amount listed on the Montana Adjustment Worksheet, Column E, line 1. This is your Montana Additions to Everywhere Income.

Line 4. Enter the amount listed on the Montana Adjustment Worksheet, Column E, line 2. This is your Montana Subtractions to Everywhere Income.

Line 5. Add lines 1 and 3, then subtract lines 2 and 4. The result is your federal income, including Montana adjustments and with guaranteed payments for services removed.

Part III

Line 1. Enter the amount from page 1, line 20. This is the PTE's total Montana source income.

Line 2. Multiply Part II, line 2, by the apportionment factor from Schedule I, line 6. This is the amount of guaranteed payments for services that are apportionable to Montana for the purpose of the composite calculation.

Note: This number does not represent the actual amount of guaranteed payments for services that are attributable to Montana. It is a proportion used in the calculation of the composite ratio.

Line 3. Subtract line 2 from line 1. This is your Montana source income, including adjustments and with Montana source guaranteed payments for services removed.

Line 4. Divide line 3 by Part II, line 5. The result is the composite tax ratio. Round to 6 decimal places and do not enter more than 1.000000.

Part IV

Column A – Name of Eligible Participants.

List the name of the participant as it appears on Montana Schedule K-1.

Column B – Social Security Number (SSN) or Federal Employer Identification Number (FEIN). Enter the SSN or FEIN of the participant as it appears on Montana Schedule K-1.

Column C – Owner’s Share of Federal Income from Entity. Enter the participant’s share of the PTE’s total federal income (loss) from all sources found on Schedule K-1, Part IV, Column A, line 14.

Column D – (Partnerships Only) Guaranteed Payments for Services. Enter any guaranteed payments for services listed on the owner’s Schedule K-1, Column A, Part IV, line 4a.

Column E – Standard Deduction. Each eligible participant is allowed one standard deduction. For tax year 2024, the amount is equal to \$14,600.

Column F – Calculate Montana Taxable Income. Subtract the amounts in Column D and Column E from Column C. Enter the result in this column, but not less than \$0.

Column G – Tax from Tax Table. If the result in column F is greater than \$0, use the tax table below to calculate the tax on the amount in Column F. Enter the result in this column. Enter \$0 if the amount in Column F is \$0.

More than	But not more than	Tax Rate	Less
\$0	\$20,500	4.7%	\$0
More than \$20,500		5.9%	\$246

Column H – Montana Composite Income Tax Liability. If the amount in Column G is greater than \$0, multiply the amount in Column G by the composite tax ratio from Part III, line 4, and enter the result. If the amount in Column G is \$0, enter \$0. This is the participant’s Montana composite tax liability.

Example 1: Assume that PTE ABC’s composite tax ratio is 0.250000 (Part III, line 4). Also assume that Owner Y is an eligible participant in the composite return whose share of federal income is \$100,000. Y’s composite tax liability is calculated in the following table.

Y’s share of federal PTE income from all sources (column C)	\$100,000
Guaranteed Payments (partnerships only) (Column D)	\$0
Standard deduction (Column E)	(\$14,600)
Column F (C-D-E)	\$85,400
“Resident” Tax based on tax table	\$4,793
Y’s Montana composite income tax (column H) is \$4,793 x 0.250000	\$1,198

Example 2: Assume the same scenario with another eligible composite participant, Owner Z. Owner Z is a partnership with a federal share of income of \$50,000 and guaranteed payments for services of \$16,000. Z’s composite tax is calculated in the following table.

Z’s share of federal PTE income from all sources (Column C)	\$50,000
Guaranteed Payments (partnerships only) (Column D)	(\$16,000)
Standard deduction (Column E)	(\$14,600)
Column F (C-D-E)	\$19,400
“Resident” Tax based on tax table	\$912
Z’s Montana composite income tax (Column H) is \$912 x 0.250000	\$228

Schedule VI – Reporting of Special Transactions

Mark the appropriate boxes indicating which forms were filed with the IRS or, if the PTE is a partnership, what type of procedure was used following a federal adjustment.

If any statements are answered yes, the entity must include a copy of the applicable form.

Line 8 – Previously unreported Montana source income from federal Form 8082. If you reported an inconsistent treatment of pass-through income or loss from a previous year resulting in a correction to the current year, report the corresponding Montana source income on this line. This amount can be either positive or negative.

Line 9 – Disbursement to a related party. For purposes of this line, “related” has the same meaning given the term in 26 USC 267(b) or 26 USC 707(b).

Disregarded Entities Owned by the Pass-Through Entity

Pass-through entities are required to report their Montana source income from the disregarded entities they own.

The PTE reports all disregarded entities it owns on Schedule VII. Schedule DE is only required for DEs with Montana source income from their own activities. If Form PTE is filed late, a late filing penalty applies for each DE reporting Montana source income on Schedule VII.

Report K-1 income received by DEs owned by the PTE on line 19a.

Schedule VII – List of Disregarded Entities

Identify all disregarded entities owned by the PTE on this schedule.

Column A – Name. Enter the DE’s name, as set forth in the charter or other legal document creating it.

Note: Each entity is deemed to have the same mailing address as its owner.

Column B – FEIN. Enter the DE’s federal employer identification number.

Column C – Montana SOS Registration Number. Enter the DE’s Montana Secretary of State registration number. See the General Instructions for more information.

Column D – LLC. Mark this box if the DE is an LLC.

Column E – Q Sub. Indicate whether the DE is a qualified subchapter S subsidiary (Q Sub). If the entity is a Q Sub, enter its election date in column F.

Column G – DE has Multistate Activities. Mark this box if the DE has activities in more than one state.

Column H – DE is a Segment of the PTE. A segment of a PTE is a DE that holds a function that is essential to the sourcing of the PTE’s apportionable income derived from its own activities. For example, if the purpose of the DE is to hold property used in the trade or business of its owner or pay the compensation of employees involved in the trade or business of its owner, then the DE is a segment. Mark the box to indicate that the DE is a segment.

Column I – Montana Source Income from DE’s Own Activities. Enter the amount of Montana source income from Schedule DE, line 17 of the Montana column. **If the DE does not have activities of its own, enter 0 (zero) in the Montana source income box.**

Montana source income (loss) from entities that the disregarded entity owns are not reported in this box. Include a statement for any DE with a final tax year and include the tax ID number.

Schedule DE

Complete a separate schedule for each DE that the PTE owns that has activities in Montana. This schedule is used to determine the DE’s Montana source income derived from the DE’s own activities. See [ARM 42.9.107](#) for information on sourcing pass-through entity income.

Montana source income flowing through the DE is not included in this determination.

A segment’s item of income (loss), deductions, and apportionment are reported on the return of the DE’s owner. Do not include them on this schedule.

Complete the Everywhere column first.

Report the name and the FEIN number of the entity as reported on Schedule VII.

Everywhere column. Report items of income (loss), and deductions attributable to the DE’s own activities in the Everywhere column. Report Montana adjustments to everywhere income on lines 15 and 16. See the Montana Adjustments Worksheet instructions for information on Montana adjustments.

If the DE has apportionable income (loss) from its own activities, mark the box on line 17 and complete the apportionment factor section at the bottom of the Everywhere column. The DE determines its apportionment factor in the same manner as the PTE. See the instructions for the Schedule I to determine the DE’s apportionment factor.

Montana column. Add the amount of apportionable income (loss), deduction, or Montana adjustment to income with the nonapportionable income (loss), deduction, or Montana adjustment to income on each line.

Apportionable income (loss), deductions, or adjustments are the result of the amount in the Everywhere Column multiplied by the apportionment factor. This includes line 1 of the Montana Column.

Line 17. Report the total amount of Montana source income on Schedule VII, Column I.

Montana Source Income Schedule

Use this schedule to report the amount of Montana source income based on the type or character of the income, loss or deduction from:

- Montana Schedules K-1 received by the entity
- Schedules DE
- Montana source income from the PTE’s own nonapportionable income
- Montana source income from the PTE’s own apportionable income.

Do not include Montana source adjustments from the Montana Adjustments Worksheet.

Column A – Montana source income from Montana Schedules K-1. Include the totals of each income type from all Montana Schedules K-1 received in the corresponding field. For entities with adjustments stemming from inconsistent treatment reported on federal Form 8082, also report the total Montana source adjustments per income type. Please include any Montana Schedules K-1 and associated statements and provide a brief explanation of the adjustment.

Column B – Montana source income from Schedule DE. Include the totals of each income type from all Schedules DE in the corresponding field.

Column C – Montana source income from nonapportionable income. Include the totals of each income type in the corresponding field. Provide a statement with an explanation of the nature of the nonapportionable income with the return.

For entities with adjustments stemming from inconsistent treatment on a federal Form 8082, also report the total Montana source adjustments per income type. This includes adjustments of apportionable income determined using the apportionment factor of the year the adjustment stems from. Please include a statement with a short explanation of the adjustment.

Column D – Montana source income from PTE's apportionable activities. Use the Apportionable Income Worksheet on page 20 of these instructions to calculate your Montana source income per income type.

Montana Adjustments Worksheet

Use this worksheet to report the adjustments to the PTE's income on page 1, Schedule DE, and on any Montana Schedules K-1 the PTE received. Use the names and codes found below.

List the name of the adjustment and report the code that corresponds with the adjustment. Then report the Montana adjustments to everywhere income and Montana source income based on the type (apportionable or nonapportionable) and origin of the income (Montana Schedule K-1 or Schedule DE). The adjustments apportioned to Montana are calculated by multiplying everywhere adjustments to apportionable income by the apportionment factor from Schedule I.

Important: Include a copy of this worksheet with your return.

Montana Additions – Codes

AA Interest and mutual fund dividend income that the entity received from bonds and obligations of another state, territory, or political subdivision of another state (county, municipality, district, etc.)

AB State, local, and foreign income taxes based on income or profits. This includes pass-through entity taxes paid to another state and deducted for federal purposes.

AC Taxes paid by the S corporation on its federal Form 1120S that resulted in a reduction of federal taxable income (e.g., built-in gains tax)

AD Recoveries of amounts deducted in earlier years that reduced Montana income.

AF Farm and ranch risk management account taxable distributions

AG Title plant depreciation and amortization

AH Add-back of expenses used to claim the MEDIA Credit

AI Addback of expenses used to claim the Trades Education and Training Credit

AZ Other additions

Montana Subtractions – Codes

Note: Montana subtractions do not include separately stated deductions that are subject to an election or limitation on the owner's income tax return (e.g., depletion from oil and gas).

SA Interest on United States government obligations and mutual fund dividends attributable to that interest

SB Business-related expenses for purchasing recycled material

SC Business expenses not deducted due to an existing federal credit (Do not include any recoveries of capital expenditures through depreciation, depletion, or amortization. Depreciation, depletion, and amortization deductions must be the same for federal and Montana income tax purposes.)

SD Certain expenses incurred by marijuana businesses

SE Sales of land to beginning farmers

SG Certain gains recognized by a liquidating corporation

SJ Gain on eligible sale of mobile home park

SK Contributions made by a small business to its independent liability fund

SM Refund of state, local or foreign income tax added on a previous return. This includes any refund of pass-through entity taxes paid to another state and reported as income for federal tax purposes.

Montana Schedule K-1

Note: These instructions should be used to prepare the Montana Schedule K-1 for each owner.

For instructions on how the owners report information received on a Montana Schedule K-1 on their own return, refer to the owner's instructions that accompany the Montana Schedule K-1.

The PTE is required to use the Montana Schedule K-1 to provide information that its owners will need to complete their Montana income tax return.

Each Montana Schedule K-1 must be an exact replica of the official form. A Montana Schedule K-1 must be completed for each owner even if they only held an interest in the PTE for part of the year. The PTE is responsible for reporting each owner's applicable information on the Montana Schedule K-1, including if the owner is a participant in a composite tax return.

The PTE must include a copy of each owner's Montana Schedule K-1 when filing Form PTE with the department. A copy is kept as part of the entity's records and each owner is given their own separate copy (with a copy of the Owner's Instructions for Schedule K-1).

If the entity does not include completed copies of Montana Schedule K-1 for each owner with Form PTE, the processing of the entity's return will be delayed until we receive this information and late filing penalties may apply.

Due to processing limitations, partnerships with more than 2,000 partners must send their Montana Schedules K-1 on an electronic spreadsheet that is exportable and sortable on a compact disc or flash drive.

Part I – Pass-Through Entity Information

Mark the applicable boxes:

- Amended Schedule K-1. Mark this box if the entity is amending the owner's Montana Schedule K-1.
- Final Schedule K-1. Mark this box if this is the last Montana Schedule K-1 that the PTE will issue to the owner.

Fill in the entity's Federal Employee Identification Number (FEIN), name, and address.

Part II – Owner Information

Enter the name and address of the owner at the end of the tax year. Enter the owner's FEIN or SSN as the entity reported it for federal income tax purposes.

Beneficial Owner FEIN or SSN. If the owner listed in Part 2 is not the person reporting all of the income included on this Schedule K-1, enter the FEIN or SSN of the person reporting the income if that person is:

- a C corporation filing a combined return,
- the grantor of a grantor trust, or
- the direct or indirect owner of a disregarded entity.

Disregarded entities included in a PTET election must report the SSN or FEIN of its beneficial owner. In order to participate in a PTET election, the disregarded entity must be directly or indirectly owned by an individual, estate, or trust.

When the entire distributive share of income flows indirectly to a C corporation filing a combined return, partnerships must report the FEIN of that C corporation at every tier.

When partnership income flows to a disregarded entity owned by another PTE, include the FEIN of that PTE in the beneficial owner information box.

If the PTE does not report the beneficial owner's SSN or FEIN we will assess additional pass-through withholding.

When selecting the Grantor Trust owner type, the FEIN or SSN of the grantor must be provided in the Beneficial Owner section.

Owner Type. Enter the owner type code for the owner in the space provided. The owner type codes applicable to owners of an entity are:

C	C corporation
D	Disregarded entity
E	Estate
F	Foreign C corporation
GT	Grantor Trust
I	Individual
P	Partnership
PTP	Publicly traded partnership
S	S corporation
T	Trust
TE	Tax-exempt entity

Residency. Mark the Resident box only if the owner is a resident individual, estate, or trust on the last day of the entity's tax year. Mark the Nonresident box only if the owner is a nonresident individual, estate, or trust on the last day of the entity's tax year. If residency status is unknown, treat the owner as a nonresident.

Mark the Resident box if the beneficial owner of a disregarded entity is a resident individual, estate, or trust. Mark the Nonresident box if the beneficial owner is a nonresident individual, estate, or trust.

PTET Election. Mark the PTET election box if the PTE elected PTET on Page 1. Mark the box only if the owner is an individual, estate, trust, partnership, S corporation, PTP, or a disregarded entity owned by an individual, estate, or a trust. To qualify, disregarded entities must disclose their individual, estate, or trust beneficial owners.

Resident PTET Election. Mark the Resident PTET election box if the PTE elected Resident PTET on Page 1. Mark the box only if the owner is a resident individual, estate, trust, or a disregarded entity owned by a resident individual, estate, or a trust. To qualify, disregarded entities must disclose their individual, estate, or trust beneficial owners.

Composite Tax Election. If the owner is a participant in a composite income tax return filed by the entity (see Schedule IV instructions), mark the box. Participants in a composite income tax return do not file a Montana income tax return.

Special Allocation. Mark this box if the amounts allocated to the owner in Part 3 or Part 4 do not correspond with the owner's reported profit/loss or capital/ownership percentage.

Profit/Loss Percentage. Enter each owner's profit/loss percentage. The percentage is equal to the profit/loss percentage reported on each owner's federal Schedule K-1. This percentage is used to determine an owner's share of mineral royalty or pass-through withholding paid on behalf of the entity. Round out to the fourth decimal (example: 25.5555%).

Capital/Ownership Percentage. Enter each owner's capital percentage. The percentage is equal to the percentage reported on each owner's federal Schedule K-1. Round out to the fourth decimal (example: 25.5555%).

Note for Parts III and IV: Both Column A – Everywhere and Column B – Montana are required; however, when an individual estate or trust is a resident, Montana source income is shown in the Everywhere column.

Part III – Montana Adjustments

Montana adjustments can result from the PTE's own activities, a DE's activity, or flow-through income from a lower-tier pass-through entity. Use Montana Adjustments Worksheet to determine the total amounts of adjustments you must distribute to your owners. See Montana Adjustments Worksheet instructions.

Partnerships may have special allocations of income (loss) or deduction.

Line 1 – Montana Additions. Report the owner's distributive share of total Montana additions to everywhere income in the Everywhere Column, line 1. You will find the total of everywhere Montana additions on the Montana Adjustments Worksheet, Column E, line 1.

Report the owner's distributive share of additions sourced to Montana in the Montana Column.

The total of Montana source additions is reported on Montana Adjustments Worksheet, Column E, line 3.

Line 2 – Montana Subtractions. Report the owner's distributive share of total Montana subtractions from everywhere income in the Everywhere Column, line 2. The total of everywhere Montana subtractions on Montana Adjustments Worksheet, Column E, line 2.

Report the owner's distributive share of subtractions sourced to Montana in the Montana Column, line 2. The total of Montana source subtractions is reported on Montana Adjustments Worksheet, Column E, line 4.

Part IV – Montana Source Income

Complete both Column A and Column B for all owners. Owners need the information in this section to calculate their tax liability on their Montana income tax returns.

If the owner is a resident individual, estate, or trust, the amounts reported in Column A are considered Montana source income.

Montana source income for nonresident individuals, estates, trusts, foreign C corporations, and pass-through entity owners are the amounts reported in Column B.

Column A – Everywhere. Report the owner's distributive share of everywhere income based on the character of the income (loss) or deduction. Multiply the amounts reported on page 1, lines 1 through 13, by the owner's profit and loss percentage from Montana Schedule K-1, Part II. Report the amounts on the corresponding line.

Report the owner's distributive share of the amount reported on page 1, line 13a, on Part IV, Column A, line 12. Report the combined amount of other deductions on Part IV, Column A, line 13.

If the PTE is a partnership, apply any special allocation without regard to the owner's distributive share of income or loss, and provide a statement with the Montana Schedule K-1 you send with the PTE's return detailing the nature and the amount of that allocation.

Column B – Montana. Report the owner's distributive share of Montana source income based on the character of the income (loss) or deduction reported on Montana Source Income Schedule, Column E (see instructions below). For each line on Column E, multiply the amount by the owner's profit and loss percentage from Montana Schedule K-1, Part II.

Otherwise, if the PTE is a partnership, apply any special allocation of Montana source income without regard to the owner's distributive share of income or loss. Also, provide a statement with the Montana Schedule K-1 detailing the nature and the amount of that allocation.

Guaranteed payments. The guaranteed payments paid for services performed in Montana must be included in Column B, line 4a. Check the special allocation box in Part II if the PTE is reporting guaranteed payments for services. Guaranteed payments for the use of capital are sourced to Montana like ordinary business income and are reported on line 4b.

Line 14 – Total distributive share. Enter the total of each owner's distributive share of everywhere and Montana source income (loss). Calculate the total using the amounts found in each column, using the following formula:

Add:

Part III, line 1	
Part IV, lines 1-11	

Subtract:

Part III, line 2	
Part IV, lines 12 and 13	
Total distributive share	

Part V – Information

Form PT-AGR. If the owner filed a Form PT-AGR (Pass-Through Entity Owner Tax Agreement), mark the box and enter the year that the agreement was provided to the Department of Revenue. For example, if the entity or owner filed the agreement with the department in 2023, enter "2023." In the case of an owner that is a nonresident individual, nonresident estate, nonresident trust, foreign C corporation, or tax-exempt entity, withholding is not required if the owner has a valid Form PT-AGR on file. See the Form PT-AGR instructions for more information.

In the case of a second-tier pass-through entity owner, withholding is not required if the second-tier entity is a domestic second-tier pass-through entity and has a valid Form PT-AGR on file. Entities that are not a domestic second-tier pass-through entity are not eligible for a waiver of pass-through withholding.

Forms PT-AGR filed on behalf of second-tier pass-through entities that are not domestic second-tier pass-through entities are not accepted and withholding is required on these entities.

If the owner was not compliant with their tax filing and payment obligations and the PTE was notified that it must withhold tax on behalf of the owner, the Form PT-AGR is not valid and withholding is required.

Domestic 2nd-Tier PTE. If the owner is a domestic second-tier pass-through entity, mark the box. A domestic second-tier pass-through entity is a pass-through entity with a Form PT-AGR on file whose interest is entirely held, either directly or indirectly, by any combination of:

- resident individuals, estates, trusts,
- domestic C corporations,
- or any other entities, organizations, or accounts whose principal place of business or administration is located in the state of Montana.

Line 1 – PTET Paid on Behalf of Owner. If the PTET election box is marked and the Resident PTET box is not marked, enter the amount on Column B, Part IV, line 14, multiplied by 5.9 percent.

If the PTET election box is marked and the Resident PTET box is also marked, enter the amount on Column A, Part IV, line 14, multiplied by 5.9 percent. The Resident PTET election affects the calculation of PTET only for resident individuals, estates, trusts, and disregarded entities wholly owned by a resident individual, estate, or trust. Nonresidents and pass-through entities calculate PTET using only the amount in Column B, Part IV, line 14.

If the PTE received PTET as a flow-through payment, did not make a PTET election, and the owner is affected by PTET, multiply the amount of the total PTET credit by the owner's profit/loss percentage reported in Part II.

If the PTET election box is not marked and the owner is not affected by PTET, enter zero.

Line 2 – Composite Income Tax Paid on Behalf of Owner. Enter the amount of Montana composite income tax paid on the owner's behalf. This amount is calculated for each participating owner on Schedule IV.

Line 3a – Montana income tax withheld on behalf of owner. If the owner is a participant in the entity's composite return, pass-through withholding does not apply, enter 0 (zero) and go to line 4.

Otherwise, if the PTE has an owner who is a nonresident individual, nonresident estate, nonresident trust, foreign C corporation, tax-exempt entity, or second-tier pass-through entity at any time during the year, and there is not a valid Form PT-AGR on file, the PTE must pay pass-through withholding on behalf of the owner if the owner has \$1,000 or more of Montana source income on Part IV, Column B, line 14. The amount is 5.9 percent of the owner's distributive share of Montana source income reported in Part IV, Column B, line 14.

Line 3b – Montana income tax withheld by a lower-tier pass-through entity. If no PTET election is made and line 3a is zero, enter the lesser of:

- The owner's Montana source income on Part IV, Column B, line 14 multiplied by 5.9 percent, or
- The owner's profit/loss percentage reported in Part 2, multiplied by the total amount on Form PTE, Flow-Through Payments Schedule, Part I, Column B.

Line 4 – Montana mineral royalty tax withheld.

If lines 2 and 3a are zero and the PTE received a federal Form 1099 because the PTE had Montana mineral royalty tax withheld from its mineral royalty income in Montana, enter the owner's pro rata share of the amount withheld on this line.

Determine the owner's pro rata share of the amount withheld by multiplying the total amount on Form PTE, Flow-Through Payments Schedule, Part I, Column A, by the owner's profit/loss percentage in Part 2.

Line 5 – Other information. Enter each owner's distributive share of items other than those listed on lines 2 through 5 that are necessary to file the owner's Montana income tax return. List the type of item on this line. If additional space is needed, include a detailed statement.

Part VI – Montana Tax Credits and Recapture

In the appropriate column, enter the code for each credit claimed along with the corresponding credit identification number and amount. See the Schedule II instructions for a list of the available credits and corresponding codes. If additional credits are being claimed, include a detailed statement.

Part VII – Montana Adjustments Detail

Use this section to report the detail of the owner's distributive share of Montana adjustments on Part III, lines 1 and 2. See the Montana Adjustments Worksheet in these instructions for a list of the Montana adjustment codes.

Report the code corresponding to each adjustment. The code for each adjustment starts with a number, which is the number of the column where the adjustment is reported on Montana Schedule K-1 (1 for the Everywhere Column or 2 for the Montana Column), and is followed by two letters associated with the adjustment. (See below.)

Example: A PTE reports an addition on the Montana Adjustments Worksheet for state income taxes based on income or profits (code AB). The owner's distributive share of the everywhere AB addition is \$1,000, and the Montana distributive share of this addition is \$500.

The PTE reports two entries in Part VII:

- A first entry of \$1,000 with code 1AB
- A second entry of \$500 with code 2AB



Apportionable Income Worksheet

App Inc Wksht
V1 9/2024

This Worksheet must be filed with the return. Use this worksheet to segregate the PTE's income per income type for lines 16b, 16c, and 16d, and determine the PTE's income that is apportioned to Montana (Column G) before adjustments. The PTE must include the amounts from Column G on the Montana Source Income Schedule, Column D.

Name (as it appears on your Montana tax return)											
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	A Federal Schedule K	B (line 16b) Federal Schedules K-1	C (line 16c) Disregarded entities	D (line 16d) Nonapportionable income	E Apportionable Income (A-B-C-D)	F Apportionment factor from Schedule I, line 5	G Income apportioned to Montana (E x F)
1 Ordinary business income (loss)							
2 Net rental real estate income (loss)							
3 Other net rental income (loss)							
4a Guaranteed payments: services							
4b Guaranteed payments: capital							
5 Interest income							
6 Ordinary dividends							
7 Royalties							
8 Net short-term capital gain (loss)							
9 Net long-term capital gain (loss)							
10 Net §1231 gain (loss)							
11 Other income (loss).							
12 §179 expense deduction apportionable and/or allocable to Montana							
13 Other expense deductions apportionable and/or allocable to Montana							
14 Total							

Worksheet PTE-ESW

Part I – Estimated Pass-Through Entity Tax Worksheet

1 Total federal income for affected owners	1	
2 Total federal deductions for affected owners	2	
3 Subtract line 2 from line 1	3	
4 Montana additions for affected owners	4	
5 Montana subtractions for affected owners	5	
6 Add lines 3 and 4, then subtract line 5	6	
7 Estimated Montana apportionment factor (See instructions)	7	
8 Multiply line 6 by line 7. This is your total Montana distributive share for all affected owners.	8	
9 Multiply line 8 by 5.9% (0.059). If the result is less than \$500, stop here; you do not need to make estimated payments.	9	
10 Enter the lesser of 90% of line 9 or your 2024 PTET liability	10	
11 Estimated flow-through payments	11	
12 Subtract line 11 from line 10. If the result is less than \$500, stop here; you do not need to make estimated payments.	12	

		Periods	1	2	3	4
13 Enter 25% of line 12 in Column 1; 50% of line 12 in Column 2; 75% of line 12 in Column 3; and 100% of line 12 in Column 4.	13					
14 Overpayment from prior years in Column 1 or the total amount of estimated tax paid since the beginning of the tax year including carryover payments from last year in Columns 2, 3, and 4.	14					
15 Subtract line 14 from line 13. If less than zero, enter 0. These are your required PTET estimated payments.	15					

Part II – Estimated Composite Tax Worksheet

1 Adjusted federal income from all sources	1	
2 Adjusted Montana source income	2	
3 Divide line 2 by line 1. Do not enter more than 1.000000	3	
4 Number of composite tax participants	4	
5 2025 federal standard deduction for the single filing status	5	
6 Multiply line 4 by line 5.	6	
7 Subtract line 6 from line 1. This is your Montana taxable income.	7	
8 Figure your tax on line 7 using the 2025 Tax Table. If the result is less than \$500, stop here; you do not need to make estimated payments.	8	
9 Enter the lesser of 90% of line 8 or your 2024 composite tax liability	9	
10 Estimated flow-through payments	10	
11 Subtract line 10 from line 9. If the result is less than \$500, stop here; you do not need to make estimated payments.	11	

		Periods	1	2	3	4
12 Enter 25% of line 11 in Column 1; 50% of line 11 in Column 2; 75% of line 11 in Column 3; and 100% of line 11 in Column 4.	12					
13 Overpayment from prior years in Column 1 or the total amount of estimated tax paid since the beginning of the tax year including carryover payments from last year in Columns 2, 3, and 4.	13					
14 Subtract line 13 from line 12. If less than zero, enter 0. These are your required composite tax estimated payments.	14					

Worksheet PTE-ESA

Annualized Estimated Tax Worksheet for Pass-Through Entity Tax and Composite Tax

		Jan 1 – Mar 31	Jan 1 – May 31	Jan 1 – Aug 31	Jan 1 – Dec 31
1 Annualization amounts	1	4	2.4	1.5	1
2 Total federal income	2				
3 Multiply line 1 by line 2. This is your annualized income.	3				
4 Total federal deductions	4				
5 Multiply line 4 by line 1. This is your annualized federal deductions.	5				
6 Subtract line 5 from line 3. Annualized federal income for Montana	6				
7 Montana additions for each period	7				
8 Multiply line 7 by line 1. This is your Montana annualized additions.	8				
9 Montana subtractions for each period	9				
10 Multiply line 9 by line 1. This is your Montana annualized subtractions.	10				
11 Add lines 6 and 8, then subtract line 10.	11				
12 Montana apportionment factor for each period (See instructions)	12	. %	. %	. %	. %
13 Multiply line 12 by line 11. This is your total Montana distributive share for all affected owners.	13				
14 Pass-through entity tax and/or composite tax for each period (See instructions)	14				
15 Applicable percentage	15	22.50%	45%	67.50%	90%
16 Multiply line 15 by line 14	16				
17 Enter total of the amount in all previous columns of line 22	17				
18 Subtract line 17 from line 16. If zero or less, enter 0.	18				
19 Divide Worksheet ESW line 14 by four and enter in each column	19				
20 Subtract line 22 of the previous column from line 21 of that column	20				
21 Add lines 19 and 20	21				
22 Enter the smaller of line 18 or line 21 here. These are your required installments for each quarter.	22				

2025 Tax Table

More than	But not more than	Tax Rate	Less
\$0	\$21,100	4.7%	\$0
	More than \$21,100	5.9%	\$253

Estimated Payments Worksheets Instructions

Estimated payments are required if a PTE elects to pay PTET or composite tax and the amount of annual estimated taxes owed, after any flow-through payments or overpayments from a previous tax period, is more than \$500.

Estimated payments are not required if the PTE meets any one of the following criteria:

- It is the first year the PTE is making an election to pay composite tax.
- It is the first year the PTE is making an election to pay PTET.
- The 2024 tax period covered 12 months and the Montana PTET and/composite tax liability was zero.
- Your 2025 income tax liability after PTET credits and/or pass-through withholding is less than \$500.
- The PTE was not required to file a 2024 Montana income tax return.
- At least two-thirds of the PTE's gross income is derived from farming or ranching operations.

If the PTE makes a PTET or composite tax election, estimated payments are required if the entity paid PTET or composite tax in the preceding tax year and none of the criteria above are met.

PTET and composite tax are both subject to interest on the underpayment of estimated taxes. See Form EST-PTI for more information.

Estimated Tax Payment Due Dates

Estimated tax payments must be made in four installments. Pass-through entity tax and composite tax estimated tax payments are due on the 15th day of the 4th month, 6th month, and 9th month following the beginning of the tax year, and the first month following the end of the tax year. For pass-through entities with a tax year beginning on January 1, estimated tax payments are due April 15, June 15, and September 15 of that year, and January 15 of the next calendar year. If any of these dates fall on a weekend or a holiday, your payment is due on the next business day.

The amount of estimated taxes owed for each installment, is the lesser of four equal installments of 100 percent of the tax you owed in the prior year; or four equal installments of 90 percent of the tax you will owe in the current year. Use Worksheet PTE-ESW to do this.

If you did not owe tax in the prior year, estimated payments are not required.

For PTET, use Worksheet PTE-ESW, Part I to determine the total Montana distributive share for all affected owners. Then, multiply that amount by 5.9 percent (0.059). If electing composite tax, use Worksheet PTE-ESW, Part II to determine the composite tax ratio, Montana taxable income, and composite tax.

If the PTE's income varies during the year because, for example, the entity operates on a seasonal basis, the annualization method may reduce or eliminate the amount of one or more required installment payments. This method allows the PTE to calculate estimated tax and each installment based on the total amount of income received since the beginning of the year, and up until the end of the quarter. Use Worksheet PTE-ESA to determine estimated payments using the annualization method.

Worksheet PTE-ESW Instructions

This worksheet will help you determine the lesser of 100 percent of your prior year tax liability or 90 percent of your estimated tax after flow-through payments.

Part I is used to calculate PTET and Part II is used for composite tax. If the PTE will elect to pay both PTET and composite tax, complete both parts for each tax separately.

If your tax situation changes during the year, you must recalculate your estimated tax using Part I, lines 1 through 12 if electing PTET, or Part II lines 1 through 11 if electing composite tax. Enter the refigured percentages on a new Worksheet PTE-ESW in the column for the quarters in which you have not yet made payments.

If your federal income decreases, Worksheet PTE-ESW will take into account the payments already made in the determination of your installments. In addition, if 100 percent of your prior year tax liability results in less estimated taxes to pay, Worksheet PTE-ESW will automatically use this lesser amount to calculate your payments.

Part I – Estimated Pass-Through Entity Tax

Line 7 – Apportionment factor. Beginning with tax periods after December 31, 2024, multistate entities filing in Montana will no longer use the property, payroll, and double-weighted receipts factors to arrive at the apportionment factor. Instead, the apportionment factor will consist of a single receipts factor. To calculate the PTE's expected apportionment factor for tax year 2025, complete the 2024 Schedule I only using lines 3a through 3g and 3.

Part II – Estimated Composite Tax

When estimating the amount of composite tax to be paid, complete the applicable forms and pages on the current year Form PTE to determine the amounts on lines 1 (adjusted federal income from all sources) and 2 (adjusted Montana source income).

Worksheet PTE-ESA Instructions

Use this worksheet to calculate the amount of each required installment payment if using the annualization method.

If your income varied throughout the year because, for example, you operated your business on a seasonal basis or had a large capital gain late in the year, you may be able to lower or eliminate the amount of one or more required installments by using the annualized income installment method.

If you use this method for any payment due date, you must use it for all payment due dates.

Note: The PTE must indicate it is using the annualization method on 2025 Form PTE, line 21, to avoid interest based on irregular installments. Keep Worksheet PTE-ESA in your records. The department may ask you to provide a copy and/or other documents showing when you received your income.

Line 1. Line 1 reports the annualization amounts used to determine the amounts for estimated tax. These are the amounts required by law to be used in determining the annualized income and tax using when using this method ([15-30-2512\(4\), MCA](#)).

Line 2. Report the estimated total federal income for each period. Report the amount cumulatively. For example, if the PTE earned \$55,000 from January 1 to March 31, and \$25,000 from April 1 to May 31, report \$55,000 in Column A and \$80,000 in Column B.

Lines 7 and 9. Report any Montana additions and subtractions for each period cumulatively. See page 15 for the list of Montana additions and subtractions.

Line 12. Complete Form PTE, Schedule I (only lines 3a through 3g and 3) for each period to determine the apportionment factor for each period.

Line 14. If you made a PTET election, multiply the amount on line 13 in each column by 5.9 percent (0.059). If you made a composite tax election, complete Worksheet PTE-ESW, Part II, for each period.

Line 22. This line reports the lesser of the default estimated payment determined, i.e. the amount determined under the annualization method, or the amount required under the regular method.