

**General Information****? What is the purpose of Schedule CR?**

Schedule CR, Credit for Tax Paid to Other States, allows you to take a credit for income taxes you paid to other states on income you received while a resident of Illinois. You are allowed this credit **only** if you filed a required tax return with the other state. You must use information from the tax return you filed with the other state to complete Schedule CR.

A **part-year resident** may only take a credit on income earned while a resident of Illinois.

A **nonresident** may **not** take a credit on Illinois Schedule CR.

? What taxes qualify for the credit?

Taxes that qualify for the credit are income taxes you paid to another state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, or any territory or possession of the United States, or to a political subdivision (e.g., county, city, local) of one of these jurisdictions. No credit is allowed for taxes paid to the federal government or to foreign countries or to their political subdivisions.

To qualify for this credit, a tax must be deductible as state and local income taxes paid on your federal Schedule A, Itemized Deductions, whether or not you actually claimed the deduction. An alternative minimum tax measured by income may qualify. See Publication 111, Illinois Schedule CR for Individuals, for details.

Note No credit is allowed for interest or penalties imposed on you, even in connection with an income tax. You may claim the credit for income taxes paid on your behalf (e.g., by withholding or with a composite return), but only if you are the person legally liable for the tax (*i.e.*, if you would be required to pay the tax if it had not been paid on your behalf).

? What if I earn income in Iowa, Kentucky, Michigan, or Wisconsin?

If you earned wages, salaries, tips, or other employee compensation from an employer in Iowa, Kentucky, Michigan, or Wisconsin while you were a resident of Illinois, you are covered by a reciprocal agreement between that state and Illinois and are not taxed by that state on your compensation. However, you may be taxed on other income.

If your employer withheld tax or you paid tax to these states on your compensation, you must claim a refund from that state. You **may not** claim a credit on Schedule CR for that tax. You must file the appropriate forms with that state to receive a refund of tax withheld in error.

The reciprocal agreements do not prohibit subdivisions of these states from imposing a tax on your compensation. For example, if you were subject to tax by a city in Kentucky while you were an Illinois resident, you may claim a credit for that local tax.

In addition, because of differences in state laws, you may be considered a resident by one of these states and required to pay their income taxes, even though you are an Illinois resident under Illinois law. In that case, you may claim a credit for the tax paid.

? Where can I find specific formulas to figure tax paid to other states?

When you figure credit for tax paid to other states, you must consider that tax from the other states' returns may not be calculated in the same manner as on your Illinois return. For a list of formulas that identify the tax forms, line numbers, additions, and subtractions that you must use to compute the other states' tax for Schedule CR, see Publication 111.

Specific Instructions**Step 1: Provide the following information**

Enter your name and Social Security number as shown on your Form IL-1040, Individual Income Tax Return.

Step 2: Figure the Illinois and non-Illinois portions of your federal adjusted gross income, and Step 3: Figure your Illinois additions and subtractions**Column A - Total**

Note Line 15, Other income, should not include any net operating loss (NOL) carryforward to this year that is available to carry forward to next year. See Form IL-1040, Line 1 instructions.

Illinois Residents - In Column A of each line, except Line 15, enter the amounts exactly as reported on the corresponding line of your federal income tax return or your Form IL-1040. Do not separate your Illinois and non-Illinois portion or exclude any items when completing Column A.

Part-year Residents - In Column A of each line, enter the amounts as reported on the equivalent line of your Schedule NR, Column B. For example, you would enter the amount from Column B, Line 5 of your Schedule NR on Column A, Line 1 of your Schedule CR.

Note If Column B of your Schedule NR included any amount from the period while you were not a resident, do not include that amount in Column A.

Note If you filed a joint federal income tax return and are filing a separate Illinois return, include in Column A only your share of the amounts from your joint federal income tax return. Complete the Allocation Worksheet in the 2014 Form IL-1040 Instructions to determine your share of the amounts from your joint federal return.

Column B - Non-Illinois Portion

In Column B for each line, include only the portion of an amount included in Column A of that line that is non-Illinois income or deduction, as determined using Illinois' rules for sourcing income. Do not include any amount that is not included in Column A, or any portion of an amount that is included in Column A unless specifically instructed to do so below or in Publication 111.

Illinois Residents - To determine the amount to enter in Column B of each line, read and follow the specific instructions below.

Part-year Residents - To determine the amount to enter in Column B of each line, apply the specific instructions for each line below to the amount in Column A. Do not include any amount from the period while you were a nonresident. See Publication 111 for specific examples.

Note Do not enter an amount on the shaded lines in Column B.

Note Partnerships, S corporations, trusts, or estates

If you received an Illinois Schedule K-1-P or K-1-T, complete the Partnership and S Corporation Worksheet on Page 5 for each applicable line.

Income**Line 1: Wages, salaries, tips, etc.**

Enter the amount of wages not shown as Illinois wages on the state copy of the W-2 form(s) you received. **Do not include** wages taxed by another state if they are also shown as Illinois wages. Also **do not include** any wages you received for working in Iowa, Kentucky, Michigan, or Wisconsin while you were an Illinois resident, unless you paid tax to a city or county on these wages.

Note If you are claiming a credit for tax paid to a local government, **attach** copies of your local tax return or W-2 form(s) showing local wages.

Note If you are a dual resident of Illinois and Iowa, Kentucky, Michigan, or Wisconsin and you are claiming this credit, **attach** copies of the out-of-state returns.

Note If the non-Illinois wages as shown on your W-2 form(s) are incorrect, **attach** a letter from your employer, on company letterhead, stating the correct amount of non-Illinois wages. We will not accept a letter from you or your tax preparer.

Note If any of your wages are for military pay, be sure to complete Step 3, Line 39 and Schedule M.

Line 2: Taxable interest

Interest income you received, other than business interest income, is Illinois income. Do not include any nonbusiness interest. Business interest income you received as part of a business conducted in Illinois is sourced to Illinois. If this income was received from an Illinois business conducted

- entirely in Illinois, enter zero on this line.
- entirely outside Illinois, enter the amount from Column A.
- from both inside and outside Illinois, complete the IAF Worksheet on Page 5 to figure the non-Illinois portion of that income, and include the amount from Line 5 of the worksheet.

Line 3: Ordinary dividends

Dividend income you received, other than business dividend income, is Illinois income. Do not include any nonbusiness dividends.

Business dividend income you received as part of a business conducted in Illinois is sourced to Illinois. If this income was received from an Illinois business conducted

- entirely in Illinois, enter zero on this line.
- entirely outside Illinois, enter the amount from Column A.
- from both inside and outside Illinois, complete the IAF Worksheet on Page 5 to figure the non-Illinois portion of that income, and include the amount from Line 5 of the worksheet.

Line 4: Taxable refunds, credits, or offsets of state and local income taxes

Do not enter an amount on this line.

Line 5: Alimony received

Do not enter an amount on this line.

Line 6: Business income or loss

Business income or loss you received as part of a business conducted in Illinois is sourced to Illinois. If your business income or loss was received from an Illinois business conducted

- entirely in Illinois, enter zero on this line.
- entirely outside Illinois, enter the amount from Column A.
- from both inside and outside Illinois, complete the IAF Worksheet on Page 5 to figure the non-Illinois portion of that income, and include the amount from Line 5 of the worksheet.

Line 7: Capital gain or loss

Enter any capital gains or losses, other than business capital gains or losses, you received from the sale of real property or tangible personal property located outside Illinois at the time of the sale or exchange. Nonbusiness capital gains or losses that resulted from your sale of intangibles are sourced to Illinois and cannot be included. Capital gains or losses you received as part of a business conducted in Illinois are taxed by Illinois. If you received your business income or loss from an Illinois business conducted

- entirely in Illinois, enter zero on this line.
- entirely outside Illinois, enter the amount from Column A.
- from both inside and outside Illinois, complete the IAF Worksheet on Page 5 to figure the non-Illinois portion of your capital gain or loss, and include the amount from Line 5 of the worksheet.

Line 8: Other gains or losses

Other gains or losses you received as part of a business conducted in Illinois are taxed by Illinois. All gains or losses you included on federal Form 4797, Sales of Business Property, are classified as business income.

If this income or loss was received from an Illinois business conducted

- entirely in Illinois, enter zero.

- entirely outside Illinois, enter the amount from Column A.
- from both inside and outside Illinois, complete the IAF Worksheet on Page 5 to figure the non-Illinois portion of that income, and include the amount from Line 5 of the worksheet.

Line 9: Taxable IRA distributions

Do not enter an amount on this line.

Line 10: Taxable pensions and annuities

Do not enter an amount on this line.

Line 11: Rents, royalties, partnerships, S corporations, trusts, and estates

Figure the total amount to enter on this line by adding

- the net amount of income or loss, other than business income, you received from
 - real estate located outside Illinois.
 - tangible personal property, to the extent it was used outside Illinois.

Note You can determine the extent of non-Illinois use of tangible personal property by dividing the number of days the property was outside Illinois during the rental or royalty period in the taxable year, by the total number of days in the rental or royalty period in the taxable year. Multiply the resulting fraction by the net amount of rents or royalties received.

- patents and copyrights (the amount that was used outside Illinois).

Note A **patent** is used outside Illinois when it is employed in the production, fabrication, manufacturing, or other processing of a product outside Illinois, or when a patented product is produced outside Illinois.

A **copyright** is used outside Illinois when the printing or publication originated outside Illinois.

- income or loss you received from a non-Illinois business. If your business was conducted
 - entirely in Illinois, enter zero.
 - entirely outside Illinois, enter the amount from Column A.
 - both inside and outside Illinois, complete the IAF Worksheet on Page 5 to figure the non-Illinois portion of that income, and include the amount from Line 5 of the worksheet.
- income or loss you received from partnerships, S corporations, trusts, and estates as directed by Illinois Schedules K-1-P and K-1-T. Complete the Partnership and S Corporation Worksheet on Page 5 to figure the amount to include.

Line 12: Farm income or loss

All farm income or loss that you included on federal Schedule F, Profit or Loss from Farming, and that you received from an Illinois farm is taxed by Illinois. If your farm income or loss was received

- entirely from Illinois sources, enter zero.
- entirely outside Illinois, enter the amount from Column A.
- from both inside and outside Illinois, complete the IAF Worksheet on Page 5 to figure the non-Illinois portion of your farm income, and include the amount from Line 5 of the worksheet.

Line 13: Unemployment compensation

Enter the amount of unemployment compensation you received from any state other than Illinois.

Line 14: Taxable Social Security benefits

Do not enter an amount on this line.

Line 15: Other income

Do not include any amount in Column B except net operating loss (NOL) carryforwards and recoveries of items deducted in prior years.

- If your business net operating loss (NOL) was
 - from a partnership or an S corporation, complete the Partnership and S Corporation Worksheet on Page 5 to figure the amount to include.
 - from a business you conducted entirely in Illinois, do not include this amount.
 - from a business you conducted inside and outside Illinois, figure the non-Illinois portion on the IAF Worksheet, Page 5, and include the amount from Line 5 of the worksheet.

Note Do not include any NOL carryforward to this year that is available to carry forward to next year in Column B. See Form IL-1040, Line 1 instructions.

- Include the amount of income you received from a recovery or reimbursement for a deduction claimed in a prior year to the extent that the deduction was allocated to other states.

Note Do not include gambling winnings in Column B.

Lines 16 and 17: Follow the instructions on the form.

Adjustments to Income

Line 18: Educator expenses

Write the amount of educator expenses you deducted this year for which the related compensation is allocable to other states. If only a portion of the compensation related to your total business expenses shown in Column A is allocated outside Illinois, allocate the same portion of these expenses in Column B.

Line 19: Certain business expenses of reservists, performing artists, and fee-based government officials

Enter the amount of business expenses you deducted this year for which the related compensation is allocable to other states. If only a portion of the compensation related to your total business expenses shown in Column A is allocated outside Illinois, allocate the same portion of these expenses in Column B.

Line 20: Health savings account deduction

Enter the amount from Column A.

Line 21: Moving expenses

Enter the amount paid to move to a new job if the compensation from that job is not allocable to Illinois.

Non-Illinois self-employment decimal for Lines 22, 23, and 24

Complete the following calculation to determine your non-Illinois self-employment (NSE) decimal for use on Lines 22, 23, and 24. The NSE decimal may not exceed 1.0 or be less than zero.

$$\frac{\text{Self-employment income included in Column B}}{\text{Self-employment income on federal Schedule SE Section A, Line 3 or Section B, Line 3 plus 5a}} = \text{Non-Illinois self-employment (NSE) decimal}$$

Line 22: Deductible part of self-employment tax

Figure the amount of your non-Illinois deduction for self-employment tax by completing the following calculation, and enter the amount on Line 22, Column B.

$$\text{NSE decimal} \times \text{Column A, Line 22} = \$ \text{Column B, Line 22}$$

Line 23: Self-employed SEP, SIMPLE, and qualified plans

Figure the amount of your non-Illinois deduction by completing the following calculation using the NSE decimal, and enter the amount on Line 23, Column B.

$$\text{NSE decimal} \times \text{Column A, Line 23} = \$ \text{Column B, Line 23}$$

Line 24: Self-employed health insurance deduction

Figure the amount of your non-Illinois deduction by completing the following calculation using the NSE decimal, and enter the amount on Line 24, Column B.

$$\text{NSE decimal} \times \text{Column A, Line 24} = \$ \text{Column B, Line 24}$$

If this deduction is for health insurance premiums paid for you (or reimbursed to you) by an S Corporation and reported to you as wages, include the amount in Column B if your wages from the S Corporation are included in Line 1, Column B.

Line 25: Penalty on early withdrawal of savings

Enter the penalty amount you paid when you withdrew money from a business savings account earning interest that is allocated outside Illinois. If only a portion of the interest on the account is allocated outside Illinois, allocate the same portion of this penalty here.

Line 26: Alimony paid

Enter the amount from Column A.

Line 27: IRA deduction

Figure the amount of your non-Illinois IRA deduction by completing the calculation below, and enter the result on Line 27, Column B.

$$\frac{\text{Wages, salaries, tips, earned income received from a non-Illinois source}}{\text{Wages, salaries, tips, alimony, earned income received from all sources}} \times \text{Column A, Line 27} = \$ \text{Column B, Line 27}$$

Line 28: Student loan interest

Enter the amount from Column A.

Line 29: Tuition and fees

Write the amount from Column A.

Line 30: Domestic production activities deduction

Enter the amount of deduction for domestic production activities you are allowed on your federal income tax return. If the income on which the deduction is computed was received

- entirely from Illinois sources, enter zero.
- entirely outside Illinois, enter the amount from Column A.
- from both inside and outside Illinois, complete the IAF Worksheet on Page 5 to figure the non-Illinois portion of the deduction, and include the amount from Line 5 of the worksheet.

If the deduction was passed through to you by a partnership or S corporation, complete the Partnership and S Corporation Worksheet on Page 5 to figure the amount to include.

If your domestic production activities deduction is derived from more than one source, divide the deduction among the sources in proportion to your domestic production activities income from each source and apportion the amount from each source separately.

Line 31: Other adjustments

Use this line **only** if the Internal Revenue Service instructs you to include an amount on your federal Form 1040, Line 36 that is not listed as a separate line item on the federal Form 1040, Lines 23 through 35. Include only the amount of unlisted items, not the Line 36 total.

If the federal adjustment is

- an item of income, you may include the subtraction in Column B only if the amount is included as income in Column B on another line of this schedule.
- an expenditure related to income, you must include in Column B the same percentage of Column A as the percentage of the total related income included in Column B on any line of this schedule.
- an expenditure unrelated to income, you must include in Column B the amount from Column A.

Lines 32 and 33: Follow the instructions on the form.

Step 3: Figure your Illinois additions and subtractions

Line 34: Federally tax-exempt interest income

Interest and dividends, except from a business, are Illinois income. Do not include any nonbusiness interest or dividends.

Federally tax-exempt interest income you received as part of a business conducted in Illinois is taxed by Illinois. If this income was received from an Illinois business conducted

- entirely in Illinois, enter zero.
- entirely outside Illinois, enter the amount from Column A.
- both inside and outside Illinois, complete the IAF Worksheet on Page 5 to figure the non-Illinois portion of that income, and include the amount from Line 5 of the worksheet.

Line 35: Other additions

Include the following:

- any distributive share of additions received from partnerships, S corporations, trusts, and estates as reported on Schedules K-1-P and K-1-T. Complete the Partnership and S Corporation Worksheet on Page 5 to figure the amount to include.
- any Lloyds plan of operations loss if reported on your behalf on Form IL-1065, Partnership Replacement Tax Return, and included in your adjusted gross income.

- any nonbusiness amount you reported on Form IL-4562, Special Depreciation, that resulted from non-Illinois property.
- any business amounts you reported on Form IL-4562 and the addition for Student-Assistance Contribution Credit claimed on Schedule 1299-C, Income Tax Subtractions and Credits. If the amount was incurred in an Illinois business conducted
 - entirely in Illinois, enter zero.
 - entirely outside Illinois, enter the amount from Column A.
 - both inside and outside Illinois, complete the IAF Worksheet on Page 5 to figure the non-Illinois portion of these amounts, and include the amount from Line 5 of the worksheet.
- recapture of deductions for contributions to Illinois college savings plans transferred to an out-of-state plan.
- business expense recapture **only** if you reported income from an asset or activity as business income in prior years and reported any income earned while you were a nonresident from that asset or activity as nonbusiness income on your Schedule NR for this year.

Line 36: Follow the instructions on the form.

Subtractions

Line 37: Federally taxed Social Security and retirement

Do not enter any amount on this line except retirement income paid directly to you as a retired partner included in Column A, but only to the extent that income is included in Line 11, Column B.

Line 38: Illinois Income Tax refund

Do not enter an amount on this line.

Line 39: Other subtractions

Include the total amount of the following:

- **“Bright Start” or “Bright Directions” College Savings Pool contributions** and **“College Illinois” Prepaid Tuition Program contributions** from your Schedule M, Other Additions and Subtractions for Individuals, Lines 12a, 12b, and 12c.
 - Restoration of amounts held under **claim of right** from your Schedule M, Line 14.
 - **Contributions to a job training project** from your Schedule M, Line 15.
- Use the instructions for each of the following items to figure the amount to include:

- Enter the amount of the following items from Column A, Line 39 that is included as income in Column B of any line.
 - **August 1, 1969, valuation limitation**
 - **River Edge Redevelopment Zone and High Impact Business Dividend Subtraction**
 - **Ridesharing money and other benefits**
 - **Payment of life insurance, endowment, or annuity benefits received**
 - **Lloyds plan of operations income if reported on your behalf on Form IL-1065**
 - **Illinois Pre-Need Cemetery Sales Act trust income**
 - **Education loan repayments to primary care physicians**
 - **Reparations or other amounts received as a victim of persecution by Nazi Germany**
 - **Interest from obligations of Illinois state and local government**
 - **Your child’s interest income reported on U.S. Form 8814**
- **Military pay** - Enter the amount of military pay you received for duty in the U.S. Armed Forces. This income must be included in your federal adjusted gross income and in Column B, Line 1.
- **U.S. government obligations** - Enter the amount of any interest income from U.S. Treasury bonds, bills, notes, savings bonds, and U. S. agency interest you included in Column B, Line 2.
- **Distributive share of subtractions from a partnership, S corporation, trust, or estate** - Enter the amount reported to you on the Schedule K-1-P or Schedule K-1-T from the partnership, S corporation, trust, or estate. Complete the Partnership and S Corporation Worksheet on Page 5 to figure the amount to include.

- **Expenses of federally tax-exempt income and federal credits** - For expenses related to
 - federal credits, include the amount from Column A.
 - income that is exempt from federal taxation, multiply the amount in Column A by the percentage of that income included in Column B for the line on which this income was added back to your base income.
- **Home Ownership Made Easy Program income** - Enter zero on this line.
- **Special Depreciation subtraction** - Enter any amount you reported on Form IL-4562, Special Depreciation. If this depreciation was incurred in a business conducted
 - entirely in Illinois, enter zero.
 - entirely outside Illinois, enter the amount from Column A.
 - both inside and outside Illinois, complete the IAF Worksheet on Page 5 to figure the non-Illinois portion of that income, and include the amount from Line 5 of the worksheet.
- **Recovery of items previously deducted on U.S. 1040, Schedule A** - Enter any amount from Column A that is included as income in Column B, Line 15.
- **Non-U.S. bond interest** - Enter the amount of any interest income from bonds issued by the governments of Guam, Puerto Rico, or the Virgin Islands, or the mutual mortgage insurance fund that you included in Column B, Line 2 or Line 34.
- **Railroad sick pay and railroad unemployment** - Enter any amount from Column A that is included as income in Column B, Line 1.
- **Unjust imprisonment compensation awarded by Illinois Court of Claims** - Enter zero on this line.
- **Distributions from “Bright Start,” “College Illinois,” and “Bright Directions” College savings plans** - Enter zero on this line.

Lines 40 and 41 – Follow the instructions on the form.

Step 4: Figure your Schedule CR decimal

Lines 42 and 43 – Follow the instructions on the form.

Step 5: Part-year residents only

Lines 44 through 49 – Follow the instructions on the form.

Note Do not complete Step 5 if you lived in Illinois the entire tax year.

Step 6: Figure your credit

Line 50 – If you are claiming a credit for tax paid to Iowa, Kentucky, Michigan, or Wisconsin, check the box for the appropriate state. See “What if I earned income in Iowa, Kentucky, Michigan, or Wisconsin?” under “General Information” for more details.

Line 51 – Enter the total tax you paid to all other states (including tax paid to cities or other local government) minus all credits allowed, except credits for payments you actually made to the other states or payments made on your behalf. If you are a part-year resident, include only the tax on income earned or received while an Illinois resident.

For example, you must reduce the amount of tax paid to another state by any credit allowed by that state for taxes you paid to Illinois.

However, you would not subtract a credit on your return for an overpayment from a prior year that you applied to this year’s estimated payments in the other state, for income tax withheld by your employer, or from payments you received from a partnership. If you purchased a transferable credit, the amount you paid for the credit is treated as a payment of tax.

Note Do not enter the tax withheld from your Form W-2 on Line 51 unless you are including tax paid to a city or local government that does not require you to file a tax return. See Publication 111 for a list of formulas that identify the tax forms, line numbers, additions, and subtractions that you must use to compute the other states’ tax.

Lines 52 through 55 – Follow the instructions on the form.

Business or Farm Income Apportionment Formula (IAF) Worksheet

You must complete this worksheet if you received business or farm income from both inside and outside of Illinois. If you have more than one source of business or farm income, make copies of this worksheet and prepare a separate worksheet for each line of the Schedule CR on which you reported business or farm income.

Worksheet for Schedule CR, Line _____

	Column A Total sales everywhere	Column B Total sales inside Illinois	Column C Apportionment Factor Column B ÷ Column A
1 Line 1 is 1.000000.			1 <u>1</u> . <u>000000</u>
2 Figure your apportionment factor. _____ .00	.00	.00	2 _____
3 Subtract Line 2 from Line 1.			3 _____
4 Enter the amount of your business or farm income from Schedule CR, Column A.			4 _____ .00
5 Apportioned Income – Multiply Line 4 by the Line 3 decimal. Enter the result here and on the corresponding line on Schedule CR, Column B.			5 _____ .00

Keep a copy of this worksheet with your income tax records.

IAF Worksheet Instructions

Line 1: Line 1 must be 1.000000.

Line 2: Apportionment factor

Column A

Enter the total amount of sales you received from both inside and outside Illinois.

Column B

Enter the total amount of sales you received in Illinois.

Column C

Divide Column B by Column A. Carry the decimal to six places. This is your apportionment factor.

Lines 3 through 5: Follow the instructions on the worksheet.

Note If you need more detailed instructions, see the instructions for Form IL-1120, Corporation Income and Replacement Tax Return, Step 4. If your business income was derived from a transportation company, an insurance company, or a financial organization, see Form IL-1120 specific instructions for "Special Apportionment Formulas."

Partnership, S corporation, Trust (PST) Business Income Worksheet

You must complete this worksheet if you received an Illinois Schedule K-1-P or K-1-T from a partnership, S corporation, or trust. Make copies of this worksheet and prepare a separate worksheet for each line of the Schedule CR on which you reported amounts from these schedules.

Worksheet for Schedule CR, Line _____

1 Line 1 is 1.000000.	1 <u>1</u> . <u>000000</u>
2 Enter the amount from Step 1, Line 4 of Schedule K-1-P or K-1-T.	2 _____
3 Subtract Line 2 from Line 1.	3 _____
4 Income from Schedule CR, Column A.	4 _____ .00
5 Multiply Line 3 by Line 4, and enter the result in Schedule CR, Column B.	5 _____ .00

Keep a copy of this worksheet with your income tax records.

PST Worksheet Instructions

Line 1: Line 1 must be 1.000000.

Lines 3 through 5: Follow the instructions on the worksheet.

Line 2: Enter the decimal from Schedule K-1-P or K-1-T, Step 1, Line 4.