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<th>Copy A - PAYER copy (attach to your RI-1096PT)</th>
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<th>Copy B - PAYER copy (retain for your records)</th>
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<th>Copy C - RECIPIENT copy (attach to your Rhode Island income tax return)</th>
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### General Instructions

**Purpose:** Form RI 1099-PT is used to report Rhode Island pass-through entity withholding for nonresident partners, members, beneficiaries, and shareholders.

**For the Recipient:** The amount in box 8 represents the amount of Rhode Island taxes withheld by the pass-through entity on your behalf. Please note that your total pass-through entity income is not reported on this form. The total income will be reported to you on Federal Schedule K-1 by the pass-through entity of which you are an owner or beneficiary. A copy of this form RI 1099-PT must be attached to your Rhode Island Income Tax return in order to receive credit for any withholding made on your behalf.

**For the Entity:** The pass-through entity must supply each nonresident member with a copy of Form RI 1099-PT, showing the amount of Rhode Island withholding for that member. For a Sub S Corporation, Form RI 1099-PT must be issued to the nonresident member(s) no later than the fifteenth day of the third month following the close of the entity’s tax year. For an LLC, partnership, or trust, Form RI 1099-PT must be issued to the nonresident member(s) no later than the fifteenth day of the fourth month following the close of the entity’s tax year. The member must attach this form to their Rhode Island Income Tax return in order to substantiate the amount withheld.

The pass-through entity is required to submit a copy of this form to the Rhode Island Division of Taxation with its filing of Form RI 1096-PT.

### Specific Instructions

**Box 1** – Enter the Federal Identification Number of the pass-through entity generating the Rhode Island source income for the recipient and submitting the withholding tax payments on behalf of the recipient.

**Box 2** – Check-off the pass-through entity type.

**Box 3** – Enter the pass-through entity’s name and address.

**Box 4** – Enter the recipient’s name and address.

**Box 5** – Enter the recipient’s Identification Number.

**Box 6** – Check-off the recipient type if known. Otherwise leave blank.

**Box 7** – Enter the recipient’s percentage of ownership in this pass-through entity.

**Box 8** – Enter the amount of Rhode Island taxes withheld on behalf of the recipient by this pass-through entity.

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For more information on pass-through entity withholding or to obtain forms, refer to Rhode Island Division of Taxation’s website: [www.tax.ri.gov](http://www.tax.ri.gov) or call (401) 222-1111.