

**2013 INSTRUCTIONS FOR SCHEDULE 500A**  
**ALLOCATION and APPORTIONMENT of INCOME**  
(References are to the Code of Virginia, unless otherwise noted.)

**Retail Company Apportionment Factor Change**

Effective for taxable years beginning on and after July 1, 2012, retail companies must use a single factor apportionment formula based on sales, phased-in over three taxable years, to determine their Virginia taxable income. The single sales factor apportionment formula will be phased-in as follows:

- A triple-weighted sales factor for taxable years beginning on or after July 1, 2012, but before July 1, 2014;
- A quadruple-weighted sales factor for taxable years beginning on or after July 1, 2014, but before July 1, 2015; and
- A single sales factor for taxable years beginning on and after July 1, 2015.

**GENERAL**

**I. Allocation and apportionment of income.** — A corporation having income from business activity which is taxable both within and without Virginia must allocate and apportion its Virginia taxable income as provided in Va. Code §§ 58.1-407 through 58.1-420, § 58.1-422 or §58.1-422.1.

**How dividends are allocated.** — Dividends received to the extent they are included in Virginia taxable income are allocable to the state of commercial domicile of the taxpaying corporation. "Commercial domicile" means the principle place from which the trade or business of the taxpayer is directed or managed.

**II. Corporation taxable in another state.** — For purposes of allocation and apportionment of income under Va. Code §§ 58.1-407 through 58.1-420, § 58.1-422 or §58.1-422.1, a corporation is taxable in another state if it is subject to a net income tax, a franchise tax measured by net income, or a franchise tax for the privilege of doing business in such other state. (Va. Code § 58.1-406.) "State" means any state, territory or possession of the United States, District of Columbia, Commonwealth of Puerto Rico and any foreign country. (Va. Code § 58.1-302.)

A corporation is not taxable in another state if that state is prohibited from imposing an income tax on the corporation because its business activity in the state does not exceed minimum standards set forth in Public Law 86-272. (15 USC §§ 381-384.)

**III. Corporation transacting or conducting entire business within this state is not entitled to use Schedule 500A.** — No corporation, whether chartered under the laws of Virginia or the laws of another state, is entitled to use Schedule 500A where the entire business of the corporation was transacted or conducted within Virginia.

If the entire business of a corporation was transacted or conducted within Virginia, the Virginia income tax is imposed upon the entire net income of the corporation for the taxable year. The entire business of a corporation is deemed to have been transacted or conducted within Virginia if the corporation was not subject in any other state to a net income tax, a franchise tax measured by net income, or a franchise tax for the privilege of doing business. (Va. Code § 58.1-405.)

**IV. Pass-through entities.** — S corporations, partnerships, and limited liability companies will use Schedule 502A, rather than Schedule 500A, to determine the income from Virginia sources that will be passed to their owners.

**V. For Additional Information.** — Call 804-367-8037 or write to Virginia Department of Taxation, PO Box 1115, Richmond, VA 23218-1115. Obtain most Virginia income tax forms at [www.tax.virginia.gov](http://www.tax.virginia.gov).

The combined check box must also be marked on Form 500. If an entity is electing to use the manufacturer's alternative method of apportionment and is included in a combined return, then the combined check box must be checked. Please attach a completed 500A for each entity included in the combined filing that makes the manufacturer's election.

**APPORTIONABLE INCOME**

All income of the corporation except the class of income allocable as specified in the instructions for Section B - Line 3 is apportioned to this state in accordance with items below. (Va. Code § 58.1-408.)

**Section A - Apportionable Method**

**Line 1** Check if using the multi-factor apportionment formula with double-weighted sales factor.

**Line 2** **Manufacturer's modified apportionment method:** Check this box if a manufacturer is electing the modified apportionment method. See the publications section on the Department's website at [www.tax.virginia.gov](http://www.tax.virginia.gov) to download the guidelines for this apportionment method.

**Which Manufacturers Qualify:** An electing manufacturer must certify to the Department that the average weekly wages of its *full-time employees* was greater than the lower of the state or local average weekly wages for the taxpayer's industry. (Va. Code § 58.1-422.)

In addition, the corporation must maintain 90% of the base year level of employment in Virginia for the first three taxable years after making the election. If a corporation fails to meet this requirement, it will be required to pay the difference between taxes calculated under standard apportionment and taxes calculated under the election, as well as interest. (Va. Code § 58.1-422.)

Effective for taxable years beginning on or after July 1, 2011, manufacturing corporations may elect to use the modified apportionment method. For taxable years beginning on or after July 1, 2011, but before July 1, 2013, manufacturing corporations may elect to use a triple-weighted sales factor.

For taxable years beginning on or after July 1, 2013, but before July 1, 2014, the sales factor for electing manufacturing corporations will be quadruple-weighted. For taxable years beginning on or after July 1, 2014, electing manufacturing corporations will be permitted to use a single sales factor method to apportion Virginia taxable income.

Once a manufacturing corporation makes this election, it may not revoke the election for three taxable years. The manufacturing company will be required to use the apportionment factor that is effective at the time the modified apportionment method election is made, and any apportionment factor that becomes effective in the first three taxable years of the election.

**Line 2a** Enter the beginning date (mm/dd/yy) of the election year.

**Line 2b** A taxpayer making this election must certify that the average weekly wage of the full-time employees is greater than the lower of the state or local average weekly wages for its industry, and that the average annual number of full time employees of a manufacturing company is at least 90 percent of the base year employment. Check the box certifying that the company meets the requirements. The wage and employment certification box should be checked for each year the manufacturer's election is claimed.

**Line 3** **Motor carriers:** If a corporation is a motor carrier and an exception applies, check the proper box for Exception 1 or Exception 2. See the instructions for Section B, Line 1.

**Line 4** **Financial corporations:** Check this box if the corporation

**SCHEDULE 500A INSTRUCTIONS**

Enter the corporation's name and federal employer identification number.

If the corporation is filing a combined return, check the box as indicated.

is a financial corporation. Financial corporations must apportion income based on cost of performance in Virginia versus cost of performance everywhere. See the instructions for Section B, Line 1 for more information.

**Line 5 Construction corporations:** Check this box if the corporation is a construction corporation that has elected to report income on the completed contract basis. Construction corporations that have made this election must apportion income as provided in the instructions for Section B, Line 1.

**Line 6 Railway companies:** Check this box if the corporation is a railway company. Railway companies must determine their net apportionable income by using revenue car miles. See the instructions for Section B, Line 1 for more information.

**Line 7 Retail Company Apportionment:** Check this box if the corporation is a retail company.

For purposes of this requirement, a retail company is defined as a domestic or foreign corporation that is primarily engaged in activities that, in accordance with the North American Industry Classification System (NAICS), United States Manual, United States Office of Management and Budget, 1997 Edition, would be included in Sectors 44-45. For taxable years beginning on or after July 1, 2012, but before July 1, 2014, retail companies are required to determine their Virginia taxable income by using an apportionment formula with a triple-weighted sales factor. The single sales factor apportionment formula will be phased in over a three-year period beginning as a triple-weighted sales factor for taxable years beginning on or after July 1, 2012, but before July 1, 2014, followed by a quadruple-weighted sales factor for taxable years beginning on or after July 1, 2014, but before July 1, 2015, and then a single sales factor for taxable years beginning on and after July 1, 2015.

### Section B - Apportionment Percentage

#### Line 1 Motor Carriers, Financial Corporations, Construction Corporations and Railway Companies

For taxpayers using the single-factor computation check the appropriate box, for your entity type (motor carrier, financial corporation, construction corporation, railway company) on Lines 3 through 6 of Section A. Based on the appropriate computation method for your entity type, enter the total, Virginia, and percentage on Line 1, Section B. For example: railway companies are to use the ratio of revenue car miles in Virginia to total revenue miles of the corporation everywhere.

**Motor carriers:** Motor carriers of property or passengers, using highways of this state, must, unless they meet one of the two exceptions set forth below, apportion their net apportionable income to Virginia using the ratio of vehicle miles in this state to total vehicle miles everywhere. "Vehicle miles" means miles traveled by vehicles, owned or operated by the taxpayer, hauling property or carrying passengers for a charge or fare.

A carrier meeting either of the exceptions set forth below is not required to apportion income to Virginia. In such cases a return must be filed but it is necessary only to enter name and address on appropriate lines, enter a zero on Line 8a, Form 500, check the appropriate box(es) on Line 3, Section A, Schedule 500A, and complete Line 1, Section B of Schedule 500A. (Va. Code § 58.1-417.)

Exception 1: A carrier that neither owns nor rents real or tangible personal property inside this state except vehicles, makes no pickups or deliveries inside this state, and travels no more than 50,000 "vehicle miles" inside this state; provided that the Virginia "vehicle miles" are less than 5% of total vehicle miles.

Exception 2: A carrier that neither owns nor rents real or tangible personal property inside this state except vehicles, and which makes no more than twelve round trips into this

state during the taxable year, either hauling property or carrying passengers; provided that the Virginia "vehicle miles" are less than 5% of total vehicle miles traveled during the taxable year.

**Financial corporations:** A financial corporation is one that is not exempted from the imposition of tax under the provisions of Va. Code § 58.1-401, which derives more than 70% of its gross income from the classes of income enumerated in items 1 through 4 below, without reference to the state where the income is earned, including, but not limited to, small loan companies, sales finance companies, brokerage companies and investment companies:

1. Fees, commissions, other compensation for financial services rendered;
2. Gross profits from trading in stocks, bonds, or other securities;
3. Interest; and
4. Dividends that are included in Virginia taxable income.

In computing the amounts referred to in items 1 through 4 above, any amount received by a member of an affiliated group (determined under IRC § 1504(a), but without reference to whether any such corporation is an includible corporation under IRC § 1504(b)) from another member of such group, will be included only to the extent the amount exceeds related expenses of the recipient.

The Virginia taxable income of a financial corporation, as defined in Va. Code § 58.1-418, excluding income allocable under Va. Code § 58.1-407, shall be apportioned within and without this state in the ratio that the business within Virginia is to total business of the corporation. Business within this state shall be based on cost of performance in Virginia over cost of performance everywhere. (Va. Code § 58.1-418.)

#### "Cost of Performance Factor"

- (a) The cost of performance is the cost of all activities directly performed by the taxpayer for the ultimate purpose of obtaining gains or profit, except activities directly performed by the taxpayer for the ultimate purpose of obtaining dividends allocable under the provisions of Va. Code § 58.1-407.
  - (i) Such activities do not include those performed on behalf of a taxpayer, such as those performed by an independent contractor.
  - (ii) The cost of performance does not include the cost of funds (interest, etc.), but does include the cost of activities required to procure loans or other financing.
- (b) Activities constituting the cost of performance are deemed performed at the situs of real and tangible personal property or the place at which or from which activities are performed by employees of a taxpayer.
- (c) Cost of performance of a financial institution within and without Virginia shall be determined without regard to the location of borrowers, location of property in which the financial corporation has only a security interest, or the cost to the financial corporation of the funds which it lends. (23 Virginia Administrative Code (VAC) 10-120-250.)

**Construction corporations:** Construction companies which have elected to report income on the completed contract basis for federal income tax purposes must apportion income within and without this state in the ratio that the business within this state is to total business of the corporation. The business within and without this state is based upon "sales" as defined by Va. Code § 58.1-302, to the extent included in taxable income, and is determined as provided by Va. Code §§ 58.1-414 through 58.1-419. All other construction companies must determine Virginia taxable income by reference to Va. Code §§ 58.1-406 through 58.1-416.

**Railway companies:** Railway companies must determine their net apportionable income to this state by multiplying

Virginia taxable income of such company, excluding the income allocable under Va. Code § 58.1-407, by the use of the ratio of revenue car miles in this state to total revenue car miles of the corporation everywhere.

“Revenue car mile” in the case of railway carriers of property or passengers means the movement of a unit of loaded car equipment a distance of one mile. The loaded car miles must be determined in accordance with the Uniform System of Accounts for Railroad Companies of the Interstate Commerce Commission. (Va. Code § 58.1-420.)

## Line 2 Multifactor Computations

Three-Factor Formula - Multistate corporations are generally required to use a three-factor formula of property, payroll and double-weighted sales. The sum of the property factor, payroll factor and twice the sales factor is divided by four to arrive at the final apportionment factor. Beginning on July 1, 2011, certain manufacturers may elect to use an increased weighted sales factor. Beginning on July 1, 2012 until July 1, 2014, retail companies must use a triple-weighted sales factor. See the specific instructions that follow.

**Line 2a Property factor:** The property factor is a fraction, the numerator of which is the average value of the corporation's real and tangible personal property owned and used or rented and used in this state during the taxable year, and the denominator of which is the average value of all the corporation's real and tangible property owned and used or rented and used during the taxable year and located everywhere; to the extent that such property is used to produce Virginia taxable income and is effectively connected with the conduct of a trade or business within the United States and income derived therefrom is includible in federal taxable income. (Va. Code § 58.1-409.)

Property owned by the corporation is valued at its original cost plus the cost of additions and improvements. Property rented by the corporation is valued at eight times the annual rental rate. (Va. Code § 58.1-410.)

The average value of property is determined by averaging the value at the beginning and ending of the tax period, but the Department may require the averaging of monthly values during the tax period if reasonably required to reflect properly the average value of the corporation's property. (Va. Code § 58.1-411.)

**Line 2b Payroll factor:** The payroll factor is a fraction, the numerator of which is the total amount paid or accrued in this state during the tax period by the corporation for compensation, and the denominator of which is the total compensation paid or accrued everywhere during the tax period; to the extent that such payroll is used to produce Virginia taxable income and is effectively connected with the conduct of a trade or business within the United States and income derived is includible in federal taxable income. (Va. Code § 58.1-412.)

“Compensation” means wages, salaries, commissions and any other form of remuneration paid or accrued to employees for personal services. (Va. Code § 58.1-302.)

Compensation is paid or accrued in this state if:

- (a) the employee's service is performed entirely within the state; or
- (b) the employee's service is performed both within and without the state, but the service performed without the state is incidental to the employee's service within the state; or
- (c) some of the service is performed in the state and:
  - (i) the base of operations or, if there is no base of operations, the place from which the service is directed or controlled is in the state; or
  - (ii) the base of operations or the place from which the service is directed or controlled is not in any state in which some part of the service is performed, but the

employee's residence is in this state. (Va. Code § 58.1-413.)

**Line 2c Sales factor:** The sales factor is a double-weighted element in the three-factor formula of sales, property and payroll. The sales factor is a fraction, the numerator of which is the total sales of the corporation in this state during the tax period, and the denominator of which is the total sales of the corporation everywhere during the tax period, to the extent that such sales are used to produce Virginia taxable income and are effectively connected with the conduct of a trade or business within the United States and income derived is includible in federal taxable income. (Va. Code § 58.1-414.) “Sales” means all gross receipts of the corporation other than dividends; except that in the case of the sale or other disposition of intangible property only the net gain is included. Net gain is determined on a per transaction basis. (Va. Code § 58.1-302.)

Sales of tangible personal property are in this state if the property is received in this state by the purchaser. In the case of delivery by common carrier or other means of transportation, the place at which such property is ultimately received after all transportation has been completed is considered the place at which such property is received by the purchaser. Direct delivery in this state, other than for purposes of transportation, to a person or firm designated by a purchaser, constitutes delivery to the purchaser in this state, and such direct delivery outside this state to a person or firm designated by the purchaser does not constitute delivery to the purchaser in this state, regardless of where title passes, or other conditions of sale. (Va. Code § 58.1-415.)

Sales, other than sales of tangible personal property, are in Virginia if: (a) the income-producing activity is performed in Virginia; or (b) the income-producing activity is performed in and outside of Virginia and a greater proportion of this activity is performed in Virginia than in any other state, based on costs of performance. (Va. Code § 58.1-416.)

**Line 2d Standard Apportionment Sales Factor:** Multiply Line 2c by 2 and enter the result. The sales factor is a double-weighted element.

**Line 2e Triple-Weighted Sales Apportionment Factor:** If you elected the Manufacturer's Modified Apportionment Method in Section A and your 2013 taxable year begins before July 1, 2013, or if you are a retail company, enter the sales factor on Line 2(c) times 3. The sales factor is triple-weighted.

**Line 2f Quadruple-Weighted sales factor Apportionment.** If you elected the manufacturer's modified apportionment method in Section A and your 2013 taxable year begins on or after July 1, 2013, enter the sales factor from Line 2(c) times 4. The sales factor is quadruple-weighted.

**Line 2g Sum of Percentages:** If the standard multi-state factor with double-weighted sales factor is used, add Lines 2(a), 2(b) and 2(d). If you are using the manufacturer's modified apportionment method or you are a retail company subject to a triple-weighted sales factor, add Lines 2(a), 2(b) and 2(e). If you are using a quadruple-weighted sales factor, add Lines 2(a), 2(b) and Line 2(f).

**Line 2h Multifactor Percentage:** Line 2(g) divided by the number 4 (doubled-weighted sales) or 5 (triple-weighted sales) or 6 (quadruple-weighted) reduced by the number of factors, if any, having no denominator. Standard apportionable income is apportioned by multiplying the income by a fraction, the numerator of which is the property factor plus the payroll factor, plus 2 times the sales factor, and the denominator of which is 4. If electing the manufacturer's modified apportionment method and your 2013 taxable year begins before July 1, 2013, the numerator consists of the property factor plus the payroll factor, plus three times the sales factor, and the denominator of which is five with the remaining

conditions for existing factors using the same method. However, if the sales factor does not exist, the denominator of the fraction shall be the number of existing factors (property or payroll or both). If the sales factor exists, but the payroll factor or the property factor does not exist, the denominator of the fraction shall be the number of existing factors (sales-one factor, and payroll or property, if they exist, plus 1).

**Triple-Weighted Sales** For a Retail Company with a taxable year beginning on or after July 1, 2012, the numerator consists of the property factor plus the payroll factor, plus 3 times the sales factor, and the denominator is 5. If the sales factor does not exist, the denominator of the fraction shall be the number of existing factors (property or payroll or both). If the sales factor exists, but the payroll factor or the property factor does not exist, the denominator of the fraction shall be the number of existing factors (sales-one factor, and payroll or property, if they exist, plus 2).

**Quadruple-Weighted Sales** If you are electing the manufacturer's modified apportionment method and your 2013 taxable year begins on or after July 1, 2013, the numerator consists of the property factor, plus the payroll factor, plus 4 times the sales factor, and the denominator of which is six. If the sales factor does not exist, the denominator of the fraction shall be the number of existing factors (property or payroll or both). If the sales factor exists, but the payroll factor or the property factor does not exist, the denominator of the fraction shall be the number of existing factors (sales-one factor, and payroll or property, if they exist, plus 3).

#### Section B - Line 3

**Line 3a Virginia Taxable Income:** Enter Virginia Taxable Income from Form 500, Line 7.

**Line 3b Total Dividends:** Enter the total amount of allocable dividends (allocated to business's commercial domicile).

**Line 3c Nonapportionable Investment Function Income:** Enter nonapportionable investment function income from Form 500, Line 8(c).

**Line 3d Subtotal:** Add Lines 3(b) and 3(c).

**Line 3e Nonapportionable Investment Function Loss:** Enter nonapportionable investment function loss from Form 500, Line 8(d).

**Line 3f Total Nonapportionable Income:** Subtract Line 3(e) from Line 3(d).

**Line 3g Income Subject to Apportionment:** Subtract Line 3(f) from Line 3(a).

**Line 3h Income Apportioned to Virginia:** Multiply the percentage on Line 1 or Line 2(h), whichever applies, by Line 3(g).

**Line 3i Dividends Allocated to Virginia:** Enter the amount of dividends, included in Line 3(b), allocated to Virginia. Dividends received to the extent included in Virginia taxable income are allocable to the state of commercial domicile of the taxpaying corporation. "Commercial domicile" means the principal place from which the trade or business of the taxpayer is directed or managed. (*Va. Code* § 58.1-407.)

**Line 3j Income Subject to Virginia Tax:** Add Lines 3(h) and 3(i). Enter on Form 500, Line 8(a).

#### ALTERNATE METHOD OF ALLOCATION OR APPORTIONMENT

If any corporation believes that the method of allocation or apportionment administered by the Department will subject it to taxation on a greater portion of its net income than is reasonably attributable to business or sources within this state, it is entitled to file with the Department a statement of its objections and of such alternative method of allocation or apportionment as it believes to be proper under the circumstances with such detail and proof and within such time as the Department may reasonably prescribe. If the Department concludes that the method of allocation or apportionment employed is, in fact, inapplicable or inequitable, it shall redetermine the taxable income by such other method of allocation or apportionment as seems best calculated to assign to the state for taxation the portion of the income reasonably attributable to business and sources within the state, not exceeding, however, the amount which would be arrived at by application of the statutory rules for allocation or apportionment. (*Va. Code* § 58.1-421.)

A corporation requesting permission to use an alternative method of allocation or apportionment of income must comply with Virginia Corporation Income Tax Regulation 23 Virginia Administrative Code (VAC) 10-120-130. The policy of the Department is that the statutory method is the most equitable method of determining the portion of a multistate corporation's income that is attributable to business activity in Virginia. Permission to use an alternative method of allocation and apportionment will be granted only in extraordinary circumstances.