

Instructions for Form LPC-2, Notification of Transfer of Land Preservation Credit

Purpose of Form LPC-2

Individual and corporate taxpayers may claim a credit against their tax liability for the donation of land or interest in land to an eligible public or private conservation agency.

Credits derived from qualified donations made on or after January 1, 2002, may be transferred to another taxpayer. Form LPC-2 is used to notify the Virginia Department of Taxation (“TAX”) of an existing Land Preservation Credit that has been sold or otherwise transferred to another taxpayer. It is also used when the transferee is a pass-through entity (partnership, limited liability company, S corporation, estate or trust) to notify TAX of the allocation of credits among the partners, members, shareholders or beneficiaries of the pass-through entity. The transfer or allocation must be completed before the end of a taxable year in order for the recipient to use the credit for that taxable year.

For credits derived from donations made on or after January 1, 2007, transfers for consideration and allocations among pass-through entities owners are subject to a fee. This fee is computed on Form LPC-2 and must be paid with the form.

When to Submit Form LPC-2

For original donations made on or after January 1, 2008, you cannot transfer credit(s) until TAX has issued the credit for your donation. TAX is unable to guarantee that any LPC-1 application received in December will be processed in time to make a transfer in that year.

To avoid delays in the processing of your annual return, Form LPC-2 should be submitted to TAX within 90 days of the credit transfer, but at least 90 days before you file your annual return and claim the credit.

Upon receipt of your Form LPC-2, TAX will record the transaction and provide the transferee with a letter acknowledging the credit. The transferor will receive a receipt for fees paid.

Please note that this acknowledgment does not constitute TAX’s approval of the amount of the Land Preservation Tax Credit that may be claimed. The amount of the tax credit identified above is subject to subsequent review and audit by TAX and may ultimately be disallowed, either in whole or in part.

TAX makes no express or implied warranties that any tax benefits will be available to the donor, or to anyone to whom a Land Preservation Tax Credit is transferred or re-transferred. TAX will notify you further only if any portion of your credit is disallowed or otherwise adjusted by TAX. Such notification may be issued either before or after you file an income tax return claiming the credit, subject to the statute of limitations.

In addition, the sale or transfer of tax credits may have income tax consequences for the credit holder and the transferee. You are encouraged to consult your attorney, tax professional, or the Internal Revenue Service for advice.

Filing Procedure

- Multiple transfers for the same donation and credit holder can be filed on Schedule A (attach additional pages if needed.)
- For married taxpayers, where each spouse is purchasing a credit, each spouse must be listed separately in Section III of Schedule A.
- If any of the transferees are pass-through entities, a separate Schedule A must be completed for each entity.
- If you are transferring to more than 15 transferees, please contact the Tax Credit Unit for the required spreadsheet format. (804) 786-2992.
- Payments should be paid with a certified check or money order. Payments returned by the bank will be subject to a returned payment fee in addition to any other penalties that may be incurred.

Mail your completed Form LPC-2 and payment, if applicable, to:

**Virginia Department of Taxation
Tax Credit Unit
P.O. Box 715
Richmond, VA 23218-0715**

For assistance, call the Tax Credit Unit at (804) 786-2992.

How to Complete Form LPC-2

A separate Form LPC-2 should be filed for each credit holder per donation.

Lines not mentioned below are self-explanatory.

LPC-2 Instructions

Section I – Current Credit Holder Information

Section I must always be completed.

A) Credit Holder Name – Enter the name of the current credit holder. If the donated land, or credit, was owned jointly by married taxpayers, enter the name of each taxpayer.

B) Credit Holder Identification Number – Enter the credit holder’s Social Security Number (SSN) or, Federal Employer Identification Number (FEIN). The Federal Employer Identification Number (FEIN) is required for pass-through entities and corporations. If the donated land, or credit, was owned jointly by married taxpayers, enter the SSN of each taxpayer.

C) Street Address – Enter the address for the current credit holder.

D) Contact Name – Enter the name of the person, if different than the current credit holder, who TAX should contact to answer questions regarding the information provided on Form LPC-2.

Section II – Declaration, Signature and Notarization

The current credit holder who is notifying TAX of a transfer is required to sign Form LPC-2. Review the declaration carefully before signing Form LPC-2. Form LPC-2 must be signed in the presence of a Notary.

If Form LPC-2 is being submitted to notify TAX of the transfer of an existing credit and the transfer of the credit was a brokered transaction, the broker or credit holder’s representative who handled the transaction for the credit holder is required to sign the Form LPC-2.

Schedule A - Credit Allocation Schedule

- For a donation made on or before December 31, 2006, complete Sections I, II (if applicable) and III.
- For a donation made on or after January 1, 2007, complete Sections I, II (if applicable), III and IV (if applicable).
- Attach additional pages, if needed. If the allocation is to more than 15 persons/entities, we recommend submitting a CD or disc. Please call (804) 786-2992 for the required spread sheet format.
- If the credit holder is a pass-through entity, provide the information for each person or entity to which

any portion of the credit is distributed. If one of the recipients is itself a pass-through entity, then another Schedule A must be filed by that pass-through entity to report the distribution of credits among its owners.

- If you are married taxpayers where each spouse is purchasing a credit, each spouse must be listed separately in Section III of Schedule A.

Section I – Credit Information

This section should be complete for all transfers.

Section II – Pass-Through Entity Information

A pass-through tax entity may appoint a Tax Matters Representative whom the Tax Commissioner may consult with regarding credits that have been allocated or transferred. This representative may be a general partner, a member, a manager or a shareholder. If a Tax Matters Representative has been appointed, check the “yes” box and enter the representative’s name and phone number in the appropriate boxes.

Section III – Transferee Information

Credits will be granted to one taxpayer per line per SSN/ FEIN. All business taxpayers should be registered with TAX before completing Form LPC-2. If not registered, please complete Form R-1.

Section IV – Calculation of Fee

General Information

This section should be completed for a transfer, or allocation made by a pass-through entity of a credit derived from a donation made on or after January 1, 2007.

A 2% fee of the appraised value of the donated interest shall be imposed on **all** transfers arising from the sale of credits and on **all** pass-through allocations. Because the statute relates the 2% fee to the donated interest and the credit is 40% of that figure, when calculating the fee at the credit level it equates to 5% of the credit amount being transferred or allocated. An example of the calculation is as follows:

LPC-2 Instructions

Scenario presented in 58.1-513

\$10,000 (donated interest
being transferred/allocated)
x .02 (fee multiplier imposed
by statute)
\$200 (fee dollars collected by
statute)

Calculation of Credit Value

\$10,000 (donated interest being
transferred/allocated)
x .40 (credit multiplier imposed by
statute)
\$4,000 (credit value of the donated
interest)

If \$200 is the amount of fee collected at the donated interest level, what percentage of the credit value generates the same fee amount?

Same Scenario based on credit value

$$\begin{aligned} \$4,000(x) &= \$200 \\ x &= \$200/\$4000 \\ x &= .05 \text{ or } 5\% \end{aligned}$$

For donations recorded from January 1, 2007 - June 30, 2010, the fee is capped at \$10,000 **per credit holder per donation**. For donations recorded on or after July 1, 2010, the cap has been removed. If you are transferring/allocating credits derived from more than one donation, you must file a separate LPC-2 for the credits derived from each donation and your fees may exceed \$10,000. This fee does not apply to transfers/allocations made in 2007 and beyond on donations made prior to January 1, 2007.

TAX recommends that you pay with a certified check or money order. Personal checks may delay the processing of your transfers /allocations.