



Please type or print in black or blue ink. See separate instructions.

Taxpayer's name as shown on return	Social security number or FEIN
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	Name of mobilized employee	Social security number
Employee 1	_____	_____
Employee 2	_____	_____
Employee 3	_____	_____

		Employee 1	Employee 2	Employee 3
1. Enter beginning and ending dates for portion of mobilization period falling into your 2011 tax year	1	From _____ To _____	From _____ To _____	From _____ To _____
2. Amount of wages that you would have paid during the period of mobilization (shown on line 1) <i>if the employee had not been mobilized</i>	2	_____	_____	_____
3. Amount of federal active duty wages received by employee during the period of mobilization (shown on line 1)	3	_____	_____	_____
4. Subtract line 3 from line 2. <i>If zero or less, stop here; you are not eligible for the credit</i>	4	_____	_____	_____
5. Amount of wages that you <i>actually paid</i> during the period of mobilization (shown on line 1)	5	_____	_____	_____
6. Enter smaller of line 4 or line 5	6	_____	_____	_____
7. Multiply line 6 by 25% (.25)	7	_____	_____	_____
8. Maximum credit	8	1,000.00	1,000.00	1,000.00
9. Credit. Enter smaller of line 7 or line 8	9	_____	_____	_____
10. Add the credit amounts on line 9 for all employees and enter result	10	_____	_____	_____
11. Unused credit carryover, if any, from 2010 tax year (<i>If Form 58 or 60 filer, enter zero</i>)	11	_____	_____	_____
12. Total available credit. Add lines 10 and 11	12	_____	_____	_____
13. Amount of line 12 used to reduce tax in 2011. See instructions. Enter this amount on the applicable form below	13	_____	_____	_____

If you are filing: Enter amount from line 13 of this schedule on:

- Form ND-1 Schedule ND-ITC, line 15
- Form 38 Form 38, page 1, line 3
- Form 40 Form 40, Schedule TC, line 22
- Form 58 Form 58, Schedule K, line 19
- Form 60 Form 60, Schedule K, line 15

14. Unused credit carryover to 2012. See instructions (*If Form 58 or 60 filer, enter zero*) 14 _____

2011 Schedule ME instructions**Who is eligible?**

You may be eligible for an income tax credit if you have an eligible employee who is mobilized for active duty in the U.S. armed forces.

An eligible employee is an individual who is:

- a legal resident of North Dakota,
- a member of the National Guard or a reserve component of any branch of the U.S. armed forces, and
- mobilized for federal active duty under Title 10 of the United States Code during the employer's tax year.

You are eligible for the credit if, during the period of mobilization:

- you continue to pay part or all of the eligible employee's wages, and
- the federal active duty wages received by the eligible employee are less than the wages that you **would have paid if the eligible employee had not been mobilized**.

For this purpose, "wages" means the sum of:

- gross wages before reduction by payroll taxes, elective contributions to a defined contribution plan, and any other payroll deduction, plus
- employer's contributions to the employee's defined contribution plan.

"Defined contribution plan" means a 401(k), 403(b), profit-sharing, stock bonus, money purchase, or any other plan meeting the definition of a defined contribution plan under Internal Revenue Code Section 414.

Specific line instructions**Eligible employee information**

Enter the name and social security number for each eligible employee. If you have more than three eligible employees, complete additional schedules as needed.

Line 1 - Mobilization period

Enter the beginning and ending dates during your 2011 tax year that the eligible employee was in mobilization status.

Example 1. You file on a calendar year basis (January through December), and the eligible employee's mobilization period runs from October 1, 2011, to November 30, 2012. Enter "10/01/2011" and "12/31/2011" in the spaces for "From" and "To," respectively.

Example 2. You file on a calendar basis, and the employee's mobilization period began on March 1, 2010, and ended June 30, 2011. Enter "1/01/2011" and "6/30/2011" in the applicable spaces.

The credit is not allowed if no part of the mobilization period falls within the 2011 tax year.

Line 2 - Employer's deemed wages for mobilization period

Enter the amount of wages you would have paid to the eligible employee during the period of mobilization (shown on line 1) **if the employee had not been mobilized**. This is the amount of wages you would have paid in the normal course of your business to the employee during that period if he or she had continued to work for you.

Example 3. You are a calendar year filer, and you have an eligible employee who was mobilized from October 1, 2011, through December 31, 2011. Prior to mobilization, you paid the employee gross wages of \$1,500 on the 15th and the last working day of each month. Under a salary reduction arrangement, the employee contributed \$60 to a 401k plan each pay period, which you matched. The 401k contributions were deposited into the plan account each pay day. Enter \$9,360 on line 2, which is the amount you would have paid had the employee not been mobilized. This is the sum of the gross wages of \$9,000 (\$1,500 x 6) plus your matching 401k contributions of \$360 (\$60 x 6).

Line 3 - Federal active duty pay

Enter the amount of wages the eligible employee actually received during the period of mobilization (shown on line 1) for his or her federal active duty service. You will need to obtain this information from the employee or his or her designated representative, depending on the situation.

The amount of military pay received during the period of mobilization can be determined from the employee's military Leave and Earnings Statement(s).

Example 4. Assume the same facts as in Example 3 (in the line 2 instruction). Based on the employee's military Leave and Earnings Statements, the employee received military wages of \$3,750 during the period October 1, 2011, through December 31, 2011. Enter \$3,750 on line 3.

Line 5 - Employer's actual wage payments

Enter the amount of wages you actually paid to the eligible employee during the period of mobilization (shown on line 1).

Example 5. Assume the same facts as in Example 3 (in the line 2 instruction). During the mobilization period, you continued to pay a reduced gross wage of \$250 plus a 401k contribution match of \$10 on each pay day. Enter \$1,560 on line 5. This is the sum of the gross wages of \$1,500 (\$250 x 6) plus your matching 401k contributions of \$60 (\$10 x 6).

Line 11 - Prior year carryover

Enter the portion of an unused mobilized employee income tax credit, if any, from the 2010 tax year. If filing Form 58 or 60, enter zero.

Line 13 - Current year credit

Enter on this line the portion of the total available tax credit on line 12 that is being used to reduce the 2011 tax. If there is an unused credit carryforward from a prior tax year on line 11, use the credits in the order that is most beneficial. If the taxpayer is a partnership, S corporation, or limited liability company treated like a partnership or S corporation, enter the amount from line 12, and skip line 14.

Line 14 - Carryover to 2012

If the total available tax credit on line 12 exceeds the amount on line 13, enter on this line the portion of the excess that is eligible for carryover to the 2012 tax year. Unused credits from the 2009, 2010 and 2011 tax years are eligible for carryover to 2012. If filing Form 58 or 60, enter zero.