

# 2011 MICHIGAN MI-1040CR-7

## HOME HEATING CREDIT CLAIM

[www.michigan.gov/taxes](http://www.michigan.gov/taxes)



- ✦ E-file your *Michigan Home Heating Credit Claim* (MI-1040CR-7) with or without a *Michigan Individual Income Tax Return* (MI-1040) and get your heating credit faster.
- ✦ E-file eliminates many of the errors that lengthen processing times. E-file returns are usually processed within 14 business days. Please allow 14 days before checking the status of your e-filed return.
- ✦ Visit the Michigan Department of Treasury Web site at [www.Mifastfile.org](http://www.Mifastfile.org) for a list of e-file resources, how to find an e-file provider, and more information on free e-file services.

[WWW.MIFASTFILE.ORG](http://WWW.MIFASTFILE.ORG)



**FILING DEADLINE.** The deadline for filing your 2011 home heating credit is **September 30, 2012**. The filing of an extension for income taxes does not extend the due date for the home heating credit.

**IMPORTANT INFORMATION.** Michigan's home heating credit is funded by federal Low-Income Home Energy Assistance Program Grants. Your credit may be larger or smaller than the credit you received last year because the amount of money Michigan receives from this grant varies every year. For general information visit [www.michigan.gov/heatingassistance](http://www.michigan.gov/heatingassistance).

**DIRECT DEPOSIT.** If you are eligible to receive a check for your home heating credit claim, you may request that it be deposited directly into your account at a financial institution by filing a *Direct Deposit of Refund* (3174). See page 13 of this booklet. Claimants receiving heat drafts are not eligible for Direct Deposit.

**FILING DUE DATE: SEPTEMBER 30, 2012**

This booklet is intended as a guide to help complete your return. It does not take the place of the law.

# Tax Information and Assistance

## Self Service Options

The Michigan Department of Treasury (Treasury) offers a variety of services designed to assist you, and most are available 24 hours a day, seven days a week.

**IMPORTANT:** To obtain information about your account using the Internet and Telephone Options listed below, you will need the following information from your return:

- Social Security number of the primary filer (the filer listed first on the return)
- Tax year of the return
- Adjusted gross income (AGI) or household income
- Filing status (single, married filing jointly, married filing separately).

## Internet Options

[www.michigan.gov/incometax](http://www.michigan.gov/incometax)

Find the following information on this Web site:

- Current year forms and instructions
- Answers to many tax preparation questions
- Most commonly used tax forms
- Free assistance in preparing your return
- Other tax time resources.

[www.michigan.gov/iit](http://www.michigan.gov/iit)

This secure Web site was designed specifically to protect your personal tax information. Use this Web site to:

- Check the status of your return
- Check estimated payments you made during the year
- Check the status of letters you have sent to Treasury
- Change your address
- Ask a specific question about your account.

## Telephone Options

(517) 636-4486

### Automated Information Service

With Treasury's automated phone system, you can:

- Request the status of your refund
- Request information on estimated payments
- Order current tax year forms.

While most questions can be answered by the Automated Information Service, customer service representatives are available from 8 a.m. to 4:45 p.m., Monday through Friday.

Assistance is available using TTY through the Michigan Relay Service by calling 1-800-649-3777 or 711. Printed material in an alternate format may be obtained by calling (517) 636-4486.

## Forms

Find tax forms using the Internet and Telephone Options listed on this page. Commonly used forms are also available at Treasury offices (see back cover), most public libraries, Northern Michigan post offices, and Department of Human Services (DHS) county offices.

## Additional Help

If you need help completing your credit form, contact your local community service agency or senior citizen center to find out if a volunteer tax assistance program is available in your area.

## When You Have Finished

Review your return for the following common errors that may delay your refund:

- Using a mailing label with incorrect information
- Illegible writing
- Transposing numbers in the Social Security number
- Entering figures on wrong lines
- Math errors
- Filling in lines if they do not apply to you or if the amount is zero
- Failing to report total household income from all sources, both taxable and nontaxable
- Failing to reduce the heating credit by 50 percent when heat is included in your rent or is in someone else's name.

**Before you mail your claim,** review it carefully and make sure it is complete. Keep a copy of your return and all schedules for six years.

**Mail your claim to:** Michigan Department of Treasury  
Lansing, MI 48956

**You can file a home heating credit for the current tax year only.**

# General Information

Issued under Public Act 281 of 1967. This booklet is meant to help you prepare your credit claim. It does not take the place of the law.

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## Important Information for All Claimants

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This booklet contains forms and instructions to file and calculate your home heating credit. Please read these instructions carefully. The request for your Social Security number(s) is authorized under United States Code (USC) Section 42. Social Security numbers are used by Treasury to conduct matches against benefit income provided by the Social Security Administration and other sources to verify the accuracy of the home heating and property tax credit claims filed and to deter fraudulent filing(s).

The filers, spouse and dependent(s) social security numbers must be completed for all household members. If these social security numbers are not provided the credit will not be processed.

If you currently receive Family Independence Program (FIP) assistance or other public assistance, you may claim a home heating credit if you owned or rented a homestead in 2011. If you owned or rented only part of the year, you must prorate your credit. See instructions for a part-year owner or renter on page 5.

If you receive FIP assistance, State Disability Assistance (SDA), or you are enrolled with the DHS for direct payment, by law Treasury must send your credit directly to your heat provider.

If your heat is provided by DTE Energy, Consumers Energy, or SEMCO Gas, your home heating credit may be sent directly to your heat provider. (See instructions for line 43, page 8.)

If, at the time you file this claim, your heating costs are included in your rent or your heat service is in someone else's name, your credit must be reduced by 50 percent. Your credit will be issued as a check, rather than an energy draft (see lines 5 and 35 of MI-1040CR-7).

If you file an income tax return (MI-1040), do **not** staple your home heating credit claim to MI-1040. Instead, fold it and leave it loose in the envelope. You cannot apply your home heating credit to your income tax liability.

If you file a property tax credit claim (*Michigan Homestead Property Tax Credit Claim* (MI-1040CR) or *Michigan Homestead Property Tax Credit for Veterans and Blind People* (MI-1040CR-2)) **without** an MI-1040, you should include your home heating credit claim with the property tax credit claim form.

**IMPORTANT:** The MI-1040CR-7 is a two page form, both pages must be filed. Keep a copy of your return and all schedules for six years.

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## Who May Claim a Credit

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This credit helps low income families pay their home heating costs. To see if you may claim a credit, answer the following questions:

- Are you a full-time student who is claimed as a dependent on another person's income tax return?
- Did you live in a licensed care facility for the entire year? (See "Licensed Care Facilities" on page 5.)

If you answered yes to either of these questions, you **cannot** claim a home heating credit. If you answered no to **both** questions, you may claim a credit if:

- Your homestead is in Michigan
- You own a home or have a lease agreement to pay rent for the home where you live
- You **do not** live in college or university-operated housing (including dormitories, residence halls, or apartments)
- Your income is within the income limits listed in Tables A and B on page 15.

You can have only one homestead at a time and you must be the occupant as well as the owner or renter. Your homestead can be a rented apartment or a mobile home on a lot in a mobile home park. A vacation home or income property is not considered your homestead.

Your homestead is in your state of domicile. Domicile is the place where you have your permanent home. It is the place to which you plan to return whenever you go away. Even if you spend the winter in a southern state, your domicile is still Michigan. College students and others whose permanent homes are not in Michigan are not Michigan residents. Domicile continues until you establish a new permanent home.

Spouses who share a home are entitled to only one home heating credit based upon the number of allowable exemptions in the household or the heating costs for the home, and joint household income. If you were separated for all or part of the year and file a joint federal or Michigan income tax return with your spouse, your credit claim is based upon either the heating costs of only one home or the number of exemptions in each household. The household income must be the combined income of both spouses for the entire year. Spouses who maintain separate homes for the entire year and do not file joint federal or Michigan income tax returns may each claim a credit based upon their separate heating costs or exemptions and household income. If you were separated or divorced during 2011 and do not file joint income tax returns, your credit must be based on your share of the heating cost or exemptions before separation, plus your exemptions and individual heating costs after separation. Attach a schedule showing your computation.

**Note:** You cannot file a home heating credit claim for any prior tax year.

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## When to File

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**The final date for filing a 2011 home heating credit is September 30, 2012. (Your claim must be postmarked by September 30, 2012.) The filing of an extension for income taxes does not extend the due date for the home heating credit. File early to receive priority processing.**

**Exemptions.** You may claim one exemption for each of the following:

- Yourself, unless you are eligible to be claimed as a dependent on someone else's return
- Your spouse
- Your children who live with you, even if their support comes from FIP assistance or someone else. If you do not have custody of your children, you cannot claim them on your MI-1040CR-7, even if you can claim them on your MI-1040.
- Any other dependent who lives with you **and for whom you provided more than half their support.**

You can claim additional exemptions for each special condition that applies to you, your spouse, or your dependents. If one spouse qualifies, claim 1; if both qualify, claim 2. Special exemptions are for age (65 or older), deaf, disabled or blind, and qualified disabled veteran. If either you or your spouse receives unemployment compensation greater than 50 percent of your combined federal AGI, you may claim one additional exemption. See instructions for line 11 on page 6.

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## Deceased Claimants

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The alternate heating credit may not be claimed by a personal representative. If your spouse died in 2011, use the same number of exemptions you would have used had your spouse lived all year.

The **surviving spouse** may file a joint return for 2011. Write your name and the deceased's name and both Social Security numbers on the MI-1040CR-7. Write "DECD" after the deceased's name.

You must report the deceased's income. Sign the return. In the deceased's signature block, write "Filing as surviving spouse." Enter the deceased's date of death in the "Deceased Taxpayers" box on the bottom of page 2.

If filing a claim for the refund of a deceased taxpayer, you must attach U.S. Form 1310 or *Michigan Claim for Refund Due a Deceased Taxpayer* (MI-1310). Enter the name of the deceased person in the Filers and Spouses name fields and the representatives name, title and address in home address field.

For taxpayers who died in 2011, the alternate credit is not available. The standard allowance must be used and prorated to the date of death as noted in the following paragraph.

If filing as a **personal representative** who files a claim for a deceased person, you must use the standard

allowance and prorate for the number of days from January 1 until the date of death. Follow the directions on page 5 for prorating the credit for a part-year owner or renter. Enter the name of the deceased person in the Filers and spouses name fields and the representatives name, title and address in the home address fields.

Use the deceased's Social Security number and your address. Enter the date of death in the "Deceased Taxpayers" box on the bottom of page 2 of the form.

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## Household Income

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Household income is the total income (taxable and nontaxable) of both spouses or of a single person maintaining a household. It is your AGI, plus all income exempt or excluded from AGI. Include gains realized on the sale of your residence regardless of your age or whether or not these gains are exempt from federal income tax (see instructions beginning on page 6). All unemployment and forgiveness of debt must be included.

**Household income includes the following items not listed on the form:**

- The value over \$300 in gifts of cash or merchandise received, or expenses paid on your behalf (rent, taxes, utilities, food, medical care, etc.) by parents, relatives, or friends
- Scholarship, stipend, grant, or GI bill benefits and payments made directly to an educational institution
- Compensation for damages to character or for personal injury or sickness
- An inheritance (except an inheritance from your spouse)
- Proceeds of a life insurance policy paid on the death of the insured (except benefits from a policy on your spouse)
- Death benefits paid by or on behalf of an employer
- Minister's housing allowance
- Forgiveness of debt, even if excluded from AGI (e.g., mortgage foreclosure)
- Reimbursement from dependent care and/or medical care spending accounts
- Payments made on your behalf except government payments made directly to a third party (e.g., educational institution or subsidized housing project).

**Household income does NOT include:**

- Payments received by participants in the foster grandparent or senior companion program
  - Energy assistance grants
  - Government payments to a third party (e.g., a doctor)
- Note:** If payment is made from money withheld from your benefit, the payment is part of household income. (For example, the DHS may pay your rent directly to the landlord.)
- Money received from a government unit to repair or improve your homestead
  - Surplus food or food assistance program benefits
  - State and city income tax refunds and homestead property tax credits

- Chore service payments (these payments are income to the provider of the service)
- The first \$300 from gambling, bingo, lottery, awards, or prizes
- The first \$300 in gifts of cash or merchandise received, or expenses paid on your behalf (rent, taxes, utilities, food, medical care, etc.) by parents, relatives or friends
- Amounts deducted from Social Security or Railroad Retirement benefits for Medicare premiums
- Life, health, and accident insurance premiums paid by your employer.
- Loan proceeds
- Inheritance **from a spouse**
- Life insurance benefits **from a spouse**
- Payments from a long-term care policy made to a nursing home or other care facility.

For more information on Household Income, visit [www.michigan.gov/taxhouseholdincome](http://www.michigan.gov/taxhouseholdincome).

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### Special Provisions for Farmers

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If you received a farmland preservation tax credit in 2011, you must include it in household income. You may subtract the business portion of your homestead property tax credit if you included it in taxable farm income.

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### Licensed Care Facilities

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If you live in a licensed care facility, generally you do not qualify for the home heating credit. Licensed care facilities include adult foster care homes, licensed homes for the aged, nursing homes, and substance abuse treatment centers. If you lived in a licensed care facility only part of the year, you could qualify for a partial credit for the period you lived outside the facility. (See prorating instructions for a part-year owner or renter on this page.)

If your spouse lives in a licensed care facility and you live in the family homestead, you may still qualify for a credit. **File a joint credit claim and do not check a box on line 10.**

**Subsidized senior citizen apartments are not licensed care facilities. If you live in a subsidized senior citizen apartment, you may apply for a credit.**

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### Standard Credit

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The standard credit computation uses standard allowances established by law. Use Table A on page 15 to find the standard allowance for the number of exemptions you claimed.

#### Shared Housing Standard Allowance

If you share a home but are not the owner or you do not have a contract to pay rent, you cannot claim a credit.

When two or more single people share a home, each may claim a credit if each has contracted to pay rent or owns a share of the home. Each should file a home heating credit based on his or her household income and his or

her share of the standard allowance. First, determine the standard allowance from Table A on page 15 by adding the personal exemptions of all the claimants sharing a home. Divide this standard allowance by the number of claimants in the home.

**Example:** Three men share an apartment. Each has a signed lease and pays 1/3 of the rent. The standard allowance for three exemptions is \$714. Each person must use a standard allowance of \$238 ( $\$714 \div 3 = \$238$ ) to compute his credit.

If you are eligible for a special exemption, compute your standard allowance following this example:

**Example:** Emma and Ruth share a home. Emma is age 59 and Ruth is age 65. They file separate MI-1040CR-7 claims. They must first divide \$567 (the standard allowance for two exemptions) by 2. Emma's allowance is \$284. Because Ruth qualifies for a special exemption for age, she may add the difference between the standard allowance for three (\$714) and the standard allowance for two (\$567) to \$284.

$$\$714 - \$567 = \$147 + \$284 = \$431$$

\$431 is the standard allowance for Ruth.

### Part-Year or Occupied Homestead Less Than 12 Months

You must prorate your standard allowance for the number of days you owned or rented and occupied your Michigan homestead. For example, you moved to Michigan on September 1. It is 122 days from September 1 to December 31. Divide 122 by 365 days and multiply the result by your standard allowance. Enter the prorated standard allowance on line 32 of your claim.

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### Alternate Credit

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The alternate credit uses heating costs to compute a home heating credit. Add the amounts you were billed for heat from November 1, 2010 through October 31, 2011. See instructions for line 9 on page 6. If you buy bulk fuel (oil, coal, wood, or bottled gas), add your receipts to get your total heating cost. Treasury may request receipts to verify your heating costs. **If your claim is for less than 12 months or your heating cost is currently included in your rent, you cannot claim an alternate credit.** You may claim heating costs on your Michigan homestead only. You may **not** claim heating costs on a vacation home or home outside of Michigan.

For assistance in determining the credit for which you may qualify, visit [www.michigan.gov/heatingassistance](http://www.michigan.gov/heatingassistance).

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### Credit Payments

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If you are responsible for paying your heating bills, State law requires Treasury to issue your credit in the form of a State of Michigan Energy Draft. You can only use the draft to pay heat bills. Give the draft to your enrolled heat provider who will apply it to current or future

heating bills for your home. If the amount of your draft is more than you owe, you may request a refund of the difference by checking the box in the lower-right corner of the draft. Your heat provider has 14 days to pay your refund, without interest.

If you receive a draft and your heat provider is not enrolled in Michigan's energy assistance program, or if you use bulk fuel and have already bought your energy supply for the year, return the draft with a note of explanation to Treasury. Treasury will review your explanation and, if appropriate, reissue your credit in

the form of a check. If you are notified of denial, you have the right to a hearing.

If you receive FIP assistance or other DHS benefits or you are enrolled with DHS for direct payment, the law requires your credit be sent directly to your heat provider, who will then apply it to your account.

If your heat is provided by DTE Energy, Consumers Energy, or SEMCO Gas, your home heating credit may be sent directly to your heat provider. (See instructions for line 43 on page 8.)

## Line-by-Line Instructions for MI-1040CR-7

*Lines not listed are explained on the form.*

**Lines 1, 2 and 3:** Enter your name(s), current address, and Social Security number(s). If you are married filing separate claims, enter both Social Security numbers but do **not** enter your spouse's name.

**Line 4:** Enter your two-digit county code from the County Code Table on page 15.

**Line 5:** If you rent and your heat is included in your rent or your heat service is in someone else's name, you must check "Yes" on line 5 and complete line 35 of the form to receive a check. Failure to do so will result in your credit being issued as a draft. You will then have to return the draft with a note of explanation to Treasury. It may take 90 days or more to issue a check to replace the draft.

**Line 9:** If you checked "Yes" on line 5 or the taxpayer died during the tax year and the credit is being claimed by a personal representative or claimant, skip this line. If you were not a full year Michigan resident and/or were not billed for 12 months' heating costs between November 1, 2010 and October 31, 2011, skip this line. Otherwise, enter the heating costs you were billed from November 1, 2010 to October 31, 2011 on your Michigan homestead. Many fuel companies include the total heating cost for those 12 months on the October bill. If you cannot find your bills or the information is not on your October bill, call your heating company and ask.

**Line 10:** If you lived in one of the care facilities listed on line 10 for all of 2011, you are not eligible for a home heating credit and should not file this form. If you are married and your spouse lived in a licensed care facility while you lived in your homestead, **do not check a box**. Also, do not check the "Licensed Home for the Aged" box if you live in subsidized senior citizen housing. See "Licensed Care Facilities" on page 5.

**Line 11:** Exemptions. Enter the number that applies to **you, your spouse, and your dependents** as of December 31, 2011.

**a) Personal Exemption.** Enter "1" if you are a single or married filing separate filer; "2" if you are married filing jointly.

**b) Age 65 or older.** You are considered age 65 the day before your 65th birthday.

**c) Deaf, disabled or blind, qualified disabled veteran.** You qualify for the deaf exemption if the primary way you receive messages is through a sense other than hearing (for example, lip reading or sign language).

You qualify for the disabled or blind exemption if you are hemiplegic, paraplegic, quadriplegic, or totally and permanently disabled. Blind means your better eye permanently has 20/200 vision or less with corrective lenses, or your peripheral field of vision is 20 degrees or less. Totally and permanently disabled means disabled as defined under Social Security Guidelines 42 USC 416. **If you are age 65 or older, you may not claim an exemption as totally and permanently disabled.**

Taxpayers may claim an extra exemption if (a) the taxpayer or spouse is a qualified disabled veteran, or (b) a dependent of the taxpayer is a qualified disabled veteran. To be eligible for the additional exemption an individual must be a veteran of the active military, naval, marine, coast guard, or air service who received an honorable or general discharge and has a disability incurred or aggravated in the line of duty as described in 38 USC 101(16). This additional exemption may not be claimed on more than one tax return.

**d) Unemployment compensation.** Enter "1" if 50 percent or more of your federal AGI is from unemployment compensation. Your AGI is from your U.S. 1040, 1040A, or 1040EZ.

**h) Include children over age 18 who live with you.**

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### Household Income

You must complete lines 13 through 31 on MI-1040CR-7 even if you filed a homestead property tax credit claim (MI-1040CR or MI-1040CR-2). Include income earned by both spouses if you are filing a joint claim. See "Household Income" on page 4. Gains realized on the sale of your residence, regardless of your age, must be included in your household income even if they are not taxable on your federal income tax return.

**Line 12:** If you claimed exemptions for children or dependent adults other than your spouse on lines 11e through 11h, enter the following information for each person claimed: name, relationship to you, Social Security number, and age in years. For children 12 months and under, enter one year. If the social security number is left blank the credit cannot be processed. Attach an additional sheet if more space is needed.

**Line 13:** Enter all compensation received as an employee. Include strike pay, supplemental unemployment benefits (SUB pay), sick pay, or long-term disability benefits, including income protection insurance and any other amounts reported to you on Form W-2.

**Line 15:** Enter the total of the amounts from U.S. *Schedule C* (business income or loss), Form 4797 (other gain or loss), and *Schedule E* (rents, royalties, partnerships, S corporations, estates, and trusts). Include amounts from sources outside Michigan. Attach these schedules to your claim.

**Line 16:** Enter all annuity, retirement pension, and individual retirement account (IRA) benefits and the name of the payer. This should be the taxable amount shown on your U.S. Form 1099-R. If no taxable amount is shown on your U.S. Form 1099-R, use the amount required to be included in AGI. Enter zero if all of your distribution is from your contributions made with income previously included in AGI. Include reimbursement payments such as an increase in a pension to pay for Medicare charges. Also include the total amount of any lump sum distribution including amounts reported on your U.S. Form 4972. Do not include recoveries of after-tax contributions or amounts rolled over into another plan (amounts rolled over into a Roth IRA must be included to the extent included in AGI).

You must include any part of a distribution from a Roth IRA that exceeds your total contributions to the Roth IRA regardless of whether this amount is included in AGI. Assume that all contributions to the Roth IRA are withdrawn first. **Note:** Losses from Roth IRAs cannot be deducted.

**Line 17:** Enter the amount from U.S. *Schedule F* (farm income or loss). Attach *Schedule F*.

**Line 18:** Enter net capital gains and losses. This is the total of net short term gains or losses from Part I plus net long term gains or losses from Part II from your U.S. *Schedule 1040D* (for losses--cannot exceed \$3,000). Include gains realized on the sale of your residence, regardless of your age or whether or not these gains are exempt from federal income tax.

**Line 19:** Enter alimony received and other taxable income. Describe other taxable income. This includes: awards, prizes, lottery, bingo, and other gambling winnings over \$300; farmland preservation tax credits if not included in net farm income on line 17; and forgiveness of debt to the extent included in federal AGI (e.g., mortgage foreclosure).

**Line 20:** Enter your Social Security, Supplemental Security Income (SSI), and/or Railroad Retirement benefits. Include death benefits **and amounts received for minor children or other dependent adults** who live with you. Report the amount actually received. Medicare premiums reported on your Social Security or Railroad Retirement statement should be deducted.

**Line 21:** Enter child support and all payments received as a foster parent. **Note:** If you received a *2011 Custodial Party End of Year Statement* (FEN-851) showing child support payments paid to the Friend of the Court, enter the child support portion here and attach a copy of the statement. Also see line 25 instructions below.

**Line 22:** Enter all unemployment compensation received during 2011.

**Line 23:** Enter other nontaxable income. This includes:

- The value over \$300 in gifts of cash, merchandise, or expenses paid on your behalf (rent, taxes, utilities, food, medical care, etc.) from parents, relatives, or friends
- Forgiveness of debt, even if excluded from AGI (e.g., mortgage foreclosure)
- Adoption subsidies.
- Scholarship, stipend, grant, or GI bill benefits and payments made directly to an educational institution.

For more information, see the Household Income instructions on page 6.

**Line 24:** Enter service-connected disability compensation and pension benefits received from the Veterans Administration and workers' compensation benefits. Veterans receiving retirement benefits should enter their benefits on line 16.

**Line 25:** Enter the total payments made to your household by DHS and all other public assistance payments. Your *2011 Client Annual Statement* (DHS-1241) mailed by DHS in January 2012 will show your total DHS payments. Your statement(s) may include the following: FIP assistance, State Disability Assistance (SDA), Refugee Assistance, Repatriate Assistance, and vendor payments for shelter, heat, and utilities. **Note:** If you received Form FEN-851, subtract the amount of child support payments entered on line 21 from the total DHS payments and enter the difference here.

**Line 28:** Enter total adjustments from your U.S. Form 1040, line 36, or U.S. Form 1040A, line 20. Describe the individual adjustments to income taken on these federal forms.

Moving expenses **into** or **within** Michigan can be included in Other Adjustments (MI-1040CR-7, line 28) to reduce household income. Moving expenses when moving **out** of Michigan cannot be included in Other Adjustments to reduce household income.

Also enter the amount of a net operating loss (NOL) deduction.

**Line 29:** Enter health insurance premiums, Health Maintenance Organization (HMO) premiums, or other insurance premiums paid for yourself and your family. Include the following:

- Medical insurance premiums
- Dental insurance premiums
- Vision insurance premiums
- Prescription drug plan premiums
- Automobile insurance premiums (medical care portion only).

Do **not** include any insurance premiums deducted on line 28, amounts paid for income protection insurance (long term disability), long-term care insurance, or amounts paid by an employer with pre-tax payroll contributions.

**Line 31: Household Income** is used to compute your credit(s).

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### Your Credit

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There are two ways to compute a home heating credit: the standard credit and the alternate credit. If you are eligible to claim either credit, figure your credit both ways and claim the larger amount.

**Lines 32 through 34: Standard credit.** See Table A on page 15. Find the number of exemptions you are allowed and the corresponding income ceiling amount. If your household income is less than this amount, you are eligible to use this method to calculate your credit.

**Example:** You and your spouse have three dependent children, so you are allowed five exemptions. Your household income is \$15,000. This is less than the \$28,815 income ceiling for five exemptions. Complete the form using the standard credit method.

Part-year resident owners, see page 5 to prorate your standard allowance.

**Line 35:** If your heat is included in your rent or your heat service is in someone else's name at the time you file this claim, you must reduce your computed standard credit by 50 percent (0.50). Multiply line 34 by 0.50. Enter this amount on lines 35 and 40.

**Lines 36 through 39: Alternate credit.** If your claim is for less than 12 months or your heat cost is included with your rent, you are not eligible to use this method. If your household income is less than the maximum income for your number of Michigan exemptions, you may claim this credit. See Table B on page 15.

**Example:** You are single, have one dependent child and your 70-year old father is also your dependent. You are allowed four exemptions. Your annual heat costs were \$1,100 and your household income is \$5,500. This is less than \$22,782 the maximum income for four exemptions.

**Line 40:** If you completed line 35, you **must** enter that amount here. Otherwise, enter the larger amount from line 34 or line 39.

**Line 41:** Multiply the amount on line 40 by 52 percent (0.52) (the percentage of federal home heating assistance funds available for this year) and enter here. This is the amount of your 2011 home heating credit.

**Line 42:** Indicate your residency status for tax year 2011. If you were a part-year resident during tax year 2011, complete the dates of residency for you and/or your spouse. You must then prorate your credit following the instructions on page 5 under "Part-Year or Occupied Homestead Less Than 12 Months." If you are a nonresident, you are not eligible for the home heating credit. Do not file this form.

**Line 43:** If your heat is provided by DTE Energy, Consumers Energy, or SEMCO Energy Gas, your home heating credit may be sent directly to your heat provider. If the credit amount exceeds your heat account balance, check this box to receive a refund from your heat provider for the overpayment, when eligible (see below).

**Eligibility requirements.** If you received heating assistance from DHS, a governmental agency, or a nonprofit organization in the 12 months prior to the receipt of your home heating credit, your heat provider will apply your credit to any outstanding balance on your account. If, after nine months, a refund balance still remains on account with your heat provider, your heat provider will issue a refund to you. If you have not received heating assistance in the past 12 months, your heat provider will first apply your credit to any outstanding balance on your account and then issue any remaining balance to you as a refund. The home heating credit is not heating assistance for determining when you may receive a refund.

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### Heat Provider Contact Information

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Consumers Energy.....	1-800-477-5050 www.consumersenergy.com
DTE Energy .....	1-800-477-4747 www.dteenergy.com
SEMCO Energy Gas .....	1-800-624-2019 www.semcoenergygas.com



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**TABLE A**  
**2011 Home Heating Credit Standard Allowance**

Your Exemptions (from line 11i)	Standard Allowance	Income Ceiling
0 or 1	\$420	\$11,986
2	\$567	\$16,186
3	\$714	\$20,387
4	\$861	\$24,587
5	\$1,009	\$28,815
6	\$1,156	\$33,014
	+ \$147 for each exemption over 6	+ \$4,200 for each exemption over 6

**TABLE B**  
**Exemptions and Maximum Income for the Alternate Credit Computation**

Your Exemptions (from line 11i)	Maximum Income
0 or 1	\$12,973
2	\$17,458
3	\$21,946
4 or more	\$22,782

**COUNTY CODE TABLE**

01 Alcona	22 Dickinson	43 Lake	64 Oceana
02 Alger	23 Eaton	44 Lapeer	65 Ogemaw
03 Allegan	24 Emmet	45 Leelanau	66 Ontonagon
04 Alpena	25 Genesee	46 Lenawee	67 Osceola
05 Antrim	26 Gladwin	47 Livingston	68 Oscoda
06 Arenac	27 Gogebic	48 Luce	69 Otsego
07 Baraga	28 Grand Traverse	49 Mackinac	70 Ottawa
08 Barry	29 Gratiot	50 Macomb	71 Presque Isle
09 Bay	30 Hillsdale	51 Manistee	72 Roscommon
10 Benzie	31 Houghton	52 Marquette	73 Saginaw
11 Berrien	32 Huron	53 Mason	74 St. Clair
12 Branch	33 Ingham	54 Mecosta	75 St. Joseph
13 Calhoun	34 Ionia	55 Menominee	76 Sanilac
14 Cass	35 Iosco	56 Midland	77 Schoolcraft
15 Charlevoix	36 Iron	57 Missaukee	78 Shiawassee
16 Cheboygan	37 Isabella	58 Monroe	79 Tuscola
17 Chippewa	38 Jackson	59 Montcalm	80 Van Buren
18 Clare	39 Kalamazoo	60 Montmorency	81 Washtenaw
19 Clinton	40 Kalkaska	61 Muskegon	82 Wayne
20 Crawford	41 Kent	62 Newaygo	83 Wexford
21 Delta	42 Keweenaw	63 Oakland	

**Review this label.** If the information is correct and your filing status is the same as last year (single, married filing jointly, or married filing separately), place the label on the address block of your tax return. **If any information is incorrect, do not use this label.** Write the correct information on the return. If you use a tax preparer, take this booklet to your preparer and ask him or her to use this label. Using this label will help shorten the processing time of your return.

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### **Help With Child Care Costs**

If your family income is at or below levels established by the Michigan Department of Education, you may be eligible for help with child care costs. For example, a family of three with an income of less than \$23,880 may qualify for partial payment of child care costs. Contact any local Department of Human Services office or your Great Start Regional Child Care Resource Center for assistance in the application process. For more details about the child development and care program, visit [www.michigan.gov/childcare](http://www.michigan.gov/childcare). To find a licensed or registered child care provider in your area, visit [www.greatstartconnect.com](http://www.greatstartconnect.com).

### **Winter Protection Plan**

If you are a low income or senior citizen customer of a natural gas or electric utility company, rural electric cooperative, regulated by the Michigan Public Service Commission, or an alternative energy supplier and would like to participate in the Winter Protection Plan, a payment deferral program that provides winter shut off protection from November 1 to March 31, contact your local energy supplier or the Michigan Public Service Commission at 1-800-292-9555 for details.

### **Low Interest Home Improvement Loans**

Energy bills too high? The Michigan State Housing Development Authority (MSHDA) offers low interest home improvement loans (4 percent to 8 percent) to qualified homeowners. You can borrow up to \$25,000 without any equity, and add insulation, replace your furnace, install energy efficient windows, and pay for other eligible energy improvements. For more details, visit [www.michigan.gov/mshda](http://www.michigan.gov/mshda), then click on the Home Improvement link. You may also call (517) 373-8017.

### **Affordable Rental Housing**

Looking for affordable rental housing? Go to [www.MichiganHousingLocator.com](http://www.MichiganHousingLocator.com). It is the best source for affordable rental housing across the State. It's a free resource for property owners and renters with over 240,000 unit listings.

## Treasury Offices

Commonly used forms are available at Treasury offices listed below. Treasury office staff do not prepare tax returns.

### **DETROIT**

Cadillac Place, Suite L-380  
3060 W. Grand Blvd.

### **DIMONDALE \***

7285 Parsons Drive  
(\*NOT a mailing address)

### **ESCANABA**

State Office Building, 2nd Floor  
305 Ludington Street  
(open 8 - 12 only)

### **FLINT**

State Office Building, 7th Floor  
125 E. Union Street

### **GRAND RAPIDS**

State Office Building, 2nd Floor  
350 Ottawa Avenue, NW - Unit 17

### **STERLING HEIGHTS**

41300 Dequindre Road, Suite 200

### **TRAVERSE CITY**

701 S. Elmwood Avenue, 4th Floor  
(open 8 - 12 only)