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MONTANA
RW-3
Rev 06 17

Montana Annual Mineral Royalty Withholding Tax Reconciliation Instructions

The tax year is no longer printed on Form RW-3. You can use this form beginning in 2016 (and following years). **Important:** Enter the tax year that you are filing in the box at the top of the form.

General Information

- RW-3 and all corresponding informational returns must be submitted even if Montana mineral royalty tax was not withheld.
- Forms 1099-MISC, with or without withholding, must be submitted to support the RW-3.
- Forms 1042-S must be submitted for royalty withholding on foreign persons to support the RW-3.
- The mineral royalty withholding tax is calculated at 6% of the net royalty payments.
- Do not include any production tax in the amounts reported on the RW-3.
- If you have a *Not Required* pay frequency, you must still submit an RW-3 and Forms 1099-MISC/1042-S, even if you have not withheld Montana mineral royalty tax.
- The due date for the RW-3 is January 31 (with an automatic extension to February 28). Forms 1099-MISC/1042-S are due February 28.
- If your address changed and needs to be updated in our records, mark the *address change* box.
- If this return reflects adjustments to and replaces the original return, mark the *amended* box.
- If you would like your account closed, mark the *account closed* box and provide date of last royalties paid.

Line by Line Instructions

- Line 1** Enter the number of Forms 1099-MISC/1042-S with Montana mineral royalty withholding submitted to support the RW-3. Mark the appropriate box for the filing method you are using.
- Line 2** Enter the number of Forms 1099-MISC/1042-S without Montana mineral royalty withholding submitted to support the RW-3. Mark the appropriate box for the filing method you are using.

- Line 3** Enter the total Montana net royalty payments.
- Line 4** Enter the total Montana mineral royalty tax withheld as reported on the Forms 1099-MISC/1042-S.
- Line 5** Enter the total amount of Montana mineral royalty withholding tax paid to the department.
- Line 6** Enter the difference between line 4 and line 5 (4 minus 5).
- Column A** Enter the date you made your deposit to the state.
- Column B** Enter the total Montana net royalty payments for each quarterly report period. The total of this column should match the amount on line 3.
- Column C** Enter the total Montana tax withheld for each quarterly report period. The total of this column should match the amount on line 4.
- Column D** Enter the total Montana tax paid for each quarterly report period. The total of this column should match the amount on line 5.
- Column E** Enter any difference between columns C and D for each quarterly report period (column C minus column D). The total of this column should match the amount on line 6.

Note: We will refund credit amounts unless you write us to request otherwise.

Sign up to access your Montana tax information, file your RW-3, pay your tax, and much more at TransAction Portal (TAP) <https://tap.dor.mt.gov>. For more information about online services, as well as electronic filing of Forms 1099-MISC and/or 1042-S, visit revenue.mt.gov.

If you choose not to file electronically, send the RW-3, Forms 1099-MISC/1042-S, and applicable payment to:

Montana Department of Revenue
PO Box 5835
Helena, MT 59604-5835

Questions? Call us at (406) 444-6900.

