

**Delaware Form 400-ES**  
**FIDUCIARY ESTIMATED INCOME TAX**  
**INSTRUCTIONS**

**WHO MUST MAKE A DECLARATION:**

If the fair market value of the assets of a resident or non-resident trust, for any given declarations for the subsequent taxable year.

**WHEN AND WHERE TO FILE DECLARATION:**

Your Declaration and payment of Estimated Tax shall be filed or paid on or before April 30th or on such later dates as are specified in the instructions below. Payments should be filed with the Division of Revenue at P.O Box 2044, Wilmington, Delaware 19899-2044.

**FISCAL YEAR:**

If you file your income tax returns on a fiscal year basis, your dates for filing the Declaration and payment of the Estimated Tax will be the 30<sup>th</sup> day of the fourth month and the 15<sup>th</sup> day of the sixth and ninth months of your current fiscal year and the 15<sup>th</sup> day of the first month of the next fiscal year.

**CHANGES IN INCOME OR DEDUCTION(S):**

A. Even though your situation on April 30th is such that you are not required to file a Declaration at the time, your expected income or deduction(s) may change so that you will be required to file a Declaration late. In such case, the time for filing is as follows: June 17<sup>th</sup> if the change occurs after April 1<sup>st</sup> and before June 2<sup>nd</sup>; September 16<sup>th</sup> if the change occurs after June 1<sup>st</sup> and before September 2<sup>nd</sup>; January 15<sup>th</sup> of the following year if the change occurs after September 1<sup>st</sup>. The estimated tax may be paid in full at the time of filing the declaration or in equal installments on the remaining payment dates.

B. After you have file a Declaration, if changes in income or deduction(s) cause a substantial increase or decrease in Estimated Tax, you should enter the adjusted amount in the space provided on each remaining Form 400-ES and forward on required due dates.

**PAYMENT OF ESTIMATED TAX:**

Your Estimated Tax may be paid in full with the Declaration, or in equal installments on or before April 30, June 17<sup>th</sup>, September 16<sup>th</sup>, and January 15<sup>th</sup> of the following year. The last installment must be mailed no later than January 15<sup>th</sup> of the following year. Check or money order should be made payable to Delaware Division of Revenue.

Please remove any stub from your check. Write your Employer Identification Number and tax period you are reporting on the check or money order. DO NOT STAPLE your payment to the return.

**PENALTY FOR FAILURE TO PAY ESTIMATED INCOME TAX:**

The following penalty is imposed by law for underpayment of any installment of Estimated Tax: A penalty of 1 1/2% per month, or fraction thereof, on the underpayment during the period of the underpayment except in certain situations. The penalty does not apply if each installment is paid on time and (a) is at least 90% of the amount due on the income tax return for the taxable year, or (b) is based on a tax computed by using your taxable income for last year and this year's tax rate.

**MISPLACED OR DAMAGED FORMS:**

Replacement forms can be obtained on the Division of Revenue website at [www.revenue.delaware.gov](http://www.revenue.delaware.gov) or by calling Revenue's Public Service Bureau at (302) 577-8200. Estimated taxes due must be file on a timely basis.

**TAX COMPUTATION SCHEDULE**

1. ENTER AMOUNT OF TOTAL GROSS INCOME EXPECTED FOR THE YEAR ..... \$ \_\_\_\_\_
2. LESS: PENSION AND 60 AND OVER EXCLUSIONS, U.S. OBLIGATIONS INTEREST..... \$ \_\_\_\_\_
3. ESTIMATED TAXABLE INCOME (SUBTRACT LINE 2 FROM LINE 1)..... \$ \_\_\_\_\_
4. ESTIMATED TAX (USE TAX COMPUTATION TABLE BELOW TO MAKE THIS COMPUTATION)..... \$ \_\_\_\_\_

**TAX COMPUTATION SCHEDULE**

| IF ESTIMATED TAXABLE INCOME ON LINE 3 IS: |              |  | YOUR TAX IS:                                |
|---|--------------|--|---|
| AT LEAST                                  | BUT NOT OVER |  |   |
| \$ 0.                                     | \$ 2,000     |  | \$ 0.                                       |
| 2,000                                     | 5,000        |  | 2.2% OF AMOUNT OVER \$2,000.                |
| 5,000                                     | 10,000       |  | \$66.00 + 3.90% OF AMOUNT OVER \$5,000.     |
| 10,000                                    | 20,000       |  | \$261.00 + 4.80% OF AMOUNT OVER \$10,000.   |
| 20,000                                    | 25,000       |  | \$741.00 + 5.20% OF AMOUNT OVER \$20,000.   |
| 25,000                                    | 60,000       |  | \$1,001.00 + 5.55% OF AMOUNT OVER \$25,000. |
| 60,000 AND OVER                           |              |  | \$2,943.50 + 6.60% OF AMOUNT OVER \$60,000. |