

# 2018 Instructions for Form FTB 8453-P

## California e-file Return Authorization for Partnerships

### General Information

#### A Purpose

Form FTB 8453-P, California e-file Return Authorization for Partnerships, is the signature document for partnership e-file returns. By signing form FTB 8453-P, the partnership electronic return originator (ERO), and paid preparer declare that the return is true, correct, and complete. Additionally, the signatures authorize the electronic transmission of the return to the Franchise Tax Board (FTB) and the execution of any designated electronic account settlement. Form FTB 8453-P does not serve as proof of filing an electronic return — the acknowledgement containing the date of acceptance for the return is that proof.

#### B ERO and Paid Preparer Responsibilities

As an authorized e-file provider, you must:

- Review the partnership's return, plus entries and banking information on form FTB 8453-P.
- Obtain the partnership officer's signature after you prepare the return but before you transmit it.
- Sign form FTB 8453-P.
- Provide the partnership officer with:
  - A signed original or copy of form FTB 8453-P.
  - A copy of the partnership return and associated forms and schedules.
- Retain the original or faxed signed form FTB 8453-P with a copy of the return in your records.

#### C Partnership Responsibilities

**Before** the ERO can e-file the partnership's return, the partnership must:

- Verify all information on form FTB 8453-P, including employer identification number and banking information.
- Inspect a copy of the return and ensure the information is correct.
- Sign form FTB 8453-P after the return is prepared but before it is transmitted.
- Submit the signed form FTB 8453-P to their ERO (fax is acceptable).

**After** the partnership's return is e-filed, the partnership must retain the following documents for the California statute of limitations period:

- Form FTB 8453-P (signed original or copy of the form).
- A paper copy of Form 565, and all supporting schedules.
- A paper copy of the partnership's federal tax return.

The general California statute of limitations is the later of four years from the due date of the return or four years from the date the return is filed. (**Exception:** An extended statute of limitations period may apply if the partnership's California or federal tax returns are related to or subject to a federal audit.)

#### D Paying Your Taxes

When the partnership e-files, the partnership can choose from the following payment options:

- **Pay by electronic funds withdrawal (EFW):** The partnership can have all or part of its balance due withdrawn electronically from its bank account on the date the partnership chooses.  
If the partnership uses this option, **Do Not Send The Payment Voucher** (FTB 3587, Payment Voucher for LP, LLP, and REMIC e-filed Returns).  
**To cancel an electronic funds withdrawal**, the partnership must call FTB e-Programs Customer Service at 916.845.0353 at least **two working days** before the date of the withdrawal.
- **Pay online:** The partnership can pay the amount owed using Web Pay, our secure online payment service. Go to [ftb.ca.gov/pay](http://ftb.ca.gov/pay).
- **Pay by credit card:** The partnership can pay the amount owed by Discover, MasterCard, Visa, or American Express Card. Go to [officialpayments.com](http://officialpayments.com). Official Payments charges a convenience fee for using this service.

- **Pay by check or money order:** The partnership can pay by check or money order using form FTB 3587. Mail form FTB 3587 with payment to the FTB, using the address printed on the voucher.

Using black or blue ink, make checks or money orders payable in U.S. dollars and drawn against a U.S. financial institution.

### Specific Instructions

#### Date of Acceptance

Enter the date the FTB accepts the return in the space at the top of form FTB 8453-P.

#### Part III – Banking Information

Find the routing and account numbers on a check or bank statement, or by contacting the partnership's financial institution. **Do not** use a deposit slip as it may contain internal routing numbers.

**Line 6** – The routing number must be nine digits. The first two digits must be between 01 and 12 or 21 and 32.

**Line 7** – The account number can be up to 17 characters and can include numbers and letters. Include hyphens but omit spaces and special symbols.

**Caution:** Be sure the account information is correct. If the bank or financial institution rejects the electronic funds withdrawal due to an error in the routing number or account number, we will send the partnership a notice that may include penalties and interest.

#### Part IV – Declaration of Officer

An electronically transmitted tax return is not considered complete or filed unless form FTB 8453-P is signed by the partnership's officer **before** the return is transmitted.

Bulk e-file authorization (multiple partnerships) – It is acceptable to provide one signed form FTB 8453-P for multiple related partnerships with the same signing officer. Enter "Multiple – see attached schedule" as the partnership name and enter "Multiple" for Part I Tax Return Information Lines 1-4. Leave Parts II and III blank. Attach schedule only listing the partnership names, corresponding identifying numbers, total income, ordinary income, tax due, and refund included in the bulk e-file return authorization to the form FTB 8453-P. The signing officer must initial on the schedule next to each entity validating the entity's inclusion in the bulk e-file return authorization.

#### Part V – Declaration of ERO and Paid Preparer

The ERO must sign and complete Part V. Handwritten signatures, or approved alternatives are acceptable as noted in FTB Pub. 1345, 2018 Handbook for Authorized e-file Providers. If the ERO is also the paid preparer, the ERO must check the box labeled "Check if also paid preparer." If the ERO is not the paid preparer, the paid preparer must sign in the space for "Paid Preparer Must Sign."

#### Additional Information

Telephone: 800.852.5711 from within the United States

916.845.6500 from outside the United States

TTY/TDD: 800.822.6268 for persons with hearing or speech disability

711 or 800.735.2929 California relay service

Telefono: 800.852.5711 dentro de los Estados Unidos

916.845.6500 fuera de los Estados Unidos

TTY/TDD: 800.822.6268 para personas con discapacidades auditivas o del habla

711 ó 800.735.2929 servicio de relevo de California