

**California
Franchise Tax Board
Paperless
Schedules K-1
(565 or 568)**

Yearly we receive over 1 million paperless Schedules K-1 (565). This year you are able to use paperless filing for Schedules K-1 (565 or 568) which is used for limited liability companies. We expect the number of paperless Schedules K-1s to increase because of the addition of the 568 form.

Taxpayers choose paperless filing (CD, diskette, or magnetic cartridge) because it is efficient, cost effective, and reliable.

This brochure provides general information to help you successfully file Schedules K-1 via magnetic media. It'll be helpful whether you file directly with us or use the services of a professional processing agency.



The reason partnerships and limited liability companies (LLCs) file paperless Schedules K-1 (565 or 568)

Given the increased accuracy and speed of processing electronically generated information, we encourage all partnerships and LLCs to file paperless Schedules K-1. We request large partnerships and LLCs to file electronically. Please note that the Internal Revenue Service *requires* large partnerships (over 100 partners) to file electronically.

What is K-1 TestWare and how it helps

We provide you TestWare as a tool to pre-edit K-1 files prior to filing. It includes two PC-based programs:

- K-1 *Verify* edits the record layout to ensure the fields are the correct length and position we require.
- K-1 *Convert* expands files from a delimited format to a standard fixed-length format.

**Getting Started
Is easy...**

1. Go to www.ftb.ca.gov/elecserv
2. Download:
 - *Guide for filing Paperless Schedules K-1 (565 or 568)* (FTB Pub. 1062). It contains record layouts and requirements for preparing Schedules K-1 for paperless filing.
 - Get the K-1 TestWare.
 - *Installation Instructions for California Franchise Tax Board K-1 (565 or 568) TestWare* (FTB 1334).

Or you can call our e-file help desk at (916) 845-0353, to order a paper copy of FTB Pub. 1062, FTB 1334 and the K-1 TestWare diskette.



The Benefits

It's paperless. Load over 300,000 Schedules K-1 records onto one CD.

It's efficient. It takes less than five minutes to download 80,000 paperless Schedules K-1 from a CD or diskette.

It's cost-effective. There's no paper to mail, file, or store.

It's reliable. We provide K-1 TestWare to ensure error-free records.

It's customer-friendly. You can call our help desk at (916) 845-0353.

K-1 Publications Availability

Publication 1062 December

K-1 TestWare January

FTB 1334 January

You can download K-1 publications at any time at www.ftb.ca.gov/electserv

For Assistance

Call: e-file Help Desk
(916) 845-0353
Monday through Friday
8 a.m. to 5 p.m.

Call: K-1 Program Coordinator
(916) 845-6060

Fax: (916) 845-0287

Write: K-1 PROGRAM COORD. MS A-1
FRANCHISE TAX BOARD
PO BOX 1468
SACRAMENTO CA 95812-1468

Email: e-file@ftb.ca.gov

Paperless Schedules K-1 (565 or 568)



Information for Partnerships and Limited Liability Companies

California Franchise Tax Board