



Transmittal of Paperless Schedules K-1 (565 or 568) on CD or Portable USB/Flash Drive

Complete the following information and send it with your files. If this form does not accompany the media file or is not complete, the K-1 files cannot be processed and will be returned to the sender. See FTB Pub. 1062, *Guide for Filing Paperless Schedules K-1 (565 or 568)*, for format specifications.

Taxable Year Beginning (mm/dd/yyyy): _____ Taxable Year Ending (mm/dd/yyyy): _____

Type of File: Original Replacement Amended K-1s Short Period K-1s

Transmitter Information

Name		Federal Employer Identification Number	
Address			Phone Number
City	State	ZIP Code	

Preparer Information (if other than transmitter)

Name			
Address			Phone Number
City	State	ZIP Code	

Type of Media File Submitted: Schedules K-1 (565) Schedules K-1 (568)

Partnership or Limited Liability Company (LLC) Information

List names of partnerships or LLCs reported on your media file.

	Partnership or LLC Name	FEIN	Number of K-1s
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Grand Total of K-1s =

Media Characteristics

Name and Phone Number of Software Provider: _____

CD or Portable USB/Flash Drive – See FTB Pub. 1062, *Guide for Filing Paperless Schedules K-1 (565 or 568)*, for format specifications.

ZIP Files: Yes No Filename: _____

Person to Contact if We Experience Media Problems

Name		Company	
Address			
Phone Number	Ext	Fax	Email Address:

Instructions for FTB 3604

A Form Preparation

Prepare a separate FTB 3604 for each CD or portable USB/flash drive. Also, prepare a separate FTB 3604 for each type of paperless Schedule K-1 (565 or 568).

1. Header Information

- All paperless K-1 files on the media must be for the same calendar period.
- If you send multiple sets of media on different dates use a separate transmittal for each date.
- Use separate transmittals and media for Schedules K-1 (565) and Schedules K-1 (568).
- Do not mix original paperless Schedule K-1 files with amended, replacement, or short period paperless K-1 files on the CD or portable USB/flash drive.
- Use separate transmittals for original, amended, replacement, and short period paperless K-1 files.

2. Transmitter Information

The transmitter is the entity that sends paperless Schedule K-1 files to FTB. The partnership, tax preparer, third party preparer, or software provider can be the transmitter.

3. Partnership or LLC Information

- List each partnership or LLC separately.
- Do not put partnership and LLC data on the same transmittal or media file.

4. Media Characteristics

- Limit the number of files for each CD or portable USB/flash drive to **20**.
- Multiple partnership or LLC files can be loaded onto a CD or portable USB/flash drive. It is not necessary to use a separate CD or portable USB/flash drive for each file.

B File Preparation

1. Affix a label with the following information:

- Name of the transmitter.
- Name of software provider, if other than the transmitter.
- Type of Paperless Schedules K-1 (565 or 568).
- Number of CDs or portable USB/flash drive.

2. If you submit multiple CDs or portable USB/flash drives, list the volume sequence numbers on the labels (i.e., 1 of 2, 2 of 2). If you submit only one CD or portable USB/flash drive list it as "1 of 1."

C Shipping and Mailing Instructions

1. Paperless Schedule K-1

Complete this form and include it with the media. You must include it for us to process the media.

SHIPPING BY PARCEL POST

DATA EXCHANGE K-1s
FRANCHISE TAX BOARD MS D-211
9646 BUTTERFIELD WAY
SACRAMENTO CA 95827

U.S. POSTAL SERVICE

DATA EXCHANGE K-1s
FRANCHISE TAX BOARD MS D-211
PO BOX 942840
SACRAMENTO CA 94240-0040

2. Form 565 or 568 Tax Return

- Do not mail California Forms 565, *Partnership Return of Income*, or 568, *Limited Liability Company Return of Income*, or any payments with the Paperless Schedule K-1 files.
- Ensure that the phone number for both the general partner and preparer are on Form 565.
- Ensure that the phone number for both the officer and the preparer are on Form 568.
- If the returns are filed on paper:

Mail returns without payments to:

FRANCHISE TAX BOARD
PO BOX 942857
SACRAMENTO CA 94257-0500

Mail returns with payments to:

FRANCHISE TAX BOARD
PO BOX 942857
SACRAMENTO CA 94257-0501

D Contact Information

For additional information regarding magnetic media reporting, please call our Data Exchange Production Services at 916.845.3778.