

## 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 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: <input type="checkbox"/> Original <input type="checkbox"/> Replacement <input type="checkbox"/> Amended K-1s <input type="checkbox"/> Short Period K-1s <input type="checkbox"/> Test	

### Transmitter Information

### Preparer Information (if other than Transmitter)

Federal Employer Identification Number: _____	Name: _____
Name: _____	Address: _____
Address: _____	City, State, ZIP: _____
City, State, ZIP: _____	Phone Number: _____ (    )    -    _____
Phone Number: _____ (    )    -    _____	

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 =
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### Media Characteristics

Name and phone number of software provider: _____
CD or Portable USB/Flash Drive – See Pub 1062 Guide for Filing Paperless Schedules K-1 (565 or 568) for format specifications.
ZIP Files <input type="checkbox"/> Yes <input type="checkbox"/> No    Record Length = 2010
Filename _____
Person to contact if we experience media problems:
Name: _____
Company: _____
Address: _____
Telephone: (    )    -    _____    Ext. _____
FAX : (    )    -    _____    Email address: _____

# Instructions for Form FTB 3604

## A Form Preparation

Prepare a separate Form 3604 for each CD or portable USB/flash drive. Also, prepare a separate Form 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, short period, or test paperless K-1 files on the CD or portable USB/flash drive.
- Use separate transmittals for original, amended, replacement, short period, and test 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 per 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 A10  
9646 BUTTERFIELD WAY  
SACRAMENTO CA 95827

#### U.S. POSTAL SERVICE

DATA EXCHANGE K-1s  
FRANCHISE TAX BOARD A10  
PO BOX 942840  
SACRAMENTO CA 94240-6090

### 2. Form 565 or 568 Tax Return

- Do not mail Forms 565 or 568 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 94257-0600

#### Mail returns with payments to:

FRANCHISE TAX BOARD  
PO BOX 942857  
SACRAMENTO CA 94257-0601

## D Contact Information

For additional information regarding magnetic media reporting, please call our Data Exchange Production Services at (916) 845-3778.