

1065 K-1 PACKAGE PRINT OPTIONS

The K-1 Package is a print option that creates a collated print file with all the related federal and state forms for a partner bundled together.

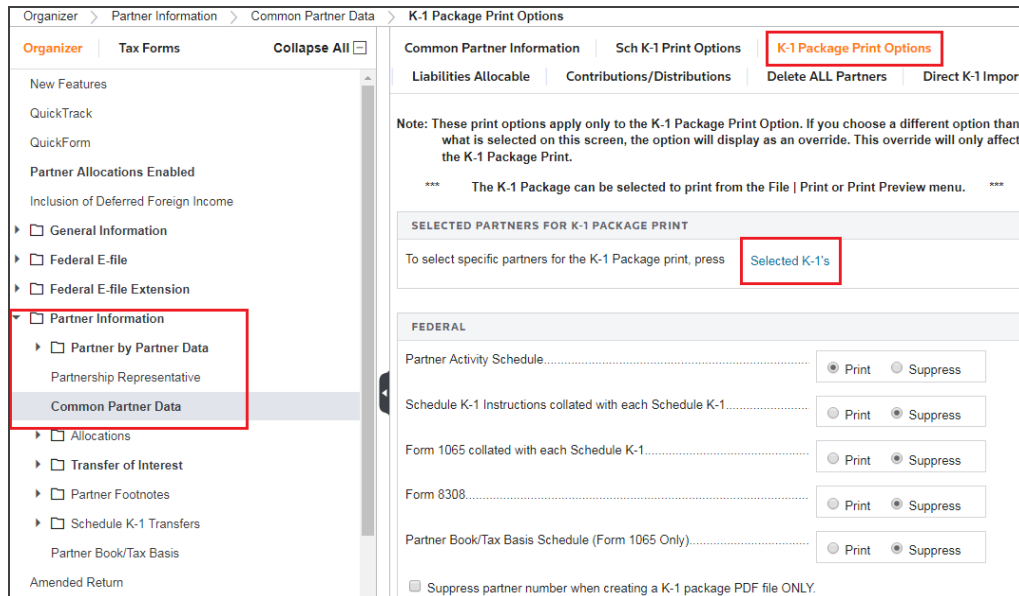
Use the **K-1 Package Print Options** Organizer to select the states/cities to print in the K-1 Package.

Tasks

- [Selecting Organizer Print Options \(page 1\)](#)
- [Printing the K-1 Package \(page 10\)](#)

SELECTING ORGANIZER PRINT OPTIONS

1. In Organizer, select **Partner Information > Common Partner Data > K-1 Package Print Options** tab.



The screenshot displays the Thomson Reuters software interface. On the left, the 'Organizer' menu is expanded, showing 'Partner Information' and 'Common Partner Data' selected. The main window shows the 'K-1 Package Print Options' tab. The interface includes a 'Common Partner Information' section with tabs for 'Sch K-1 Print Options', 'K-1 Package Print Options' (highlighted), 'Liabilities Allocable', 'Contributions/Distributions', 'Delete ALL Partners', and 'Direct K-1 Import'. A note states: 'Note: These print options apply only to the K-1 Package Print Option. If you choose a different option than what is selected on this screen, the option will display as an override. This override will only affect the K-1 Package Print.' Below this, a section titled 'SELECTED PARTNERS FOR K-1 PACKAGE PRINT' includes a 'Selected K-1's' button. The 'FEDERAL' section lists various forms with 'Print' and 'Suppress' radio buttons: 'Partner Activity Schedule', 'Schedule K-1 Instructions collated with each Schedule K-1', 'Form 1065 collated with each Schedule K-1', 'Form 8308', and 'Partner Book/Tax Basis Schedule (Form 1065 Only)'. A checkbox at the bottom allows suppressing the partner number when creating a K-1 package PDF file ONLY.

Figure 1

2. From the **K-1 Package Print Options** Organizer screen, click the **Selected K-1s** link if you want to specify the partner K-1s that you want to include. The default is to include all partners. However, you can elect to include specific partners by clicking in the last column of the spreadsheet shown in Figure 2, and typing an X.

Enter an X for each partner to print only these Schedule K-1s.
To select in Print - choose Selected Federal | **K-1 Selected in Organizer**

Partner Number	Partner Name	Enter X to select partners
1	Richard Ashmore	X
2	Scott McIntire	X
3	Laura Ashmore	
	Melanie McIntire	




Figure 2

3. In the **Federal** section, just below the link, on the same screen (**Partner Information > Partner by Partner Data > Common Partner Data**), the default option is to **Print certain federal forms**. You can choose to Suppress printing for the following forms by selecting the applicable option in the radio button box.

The screenshot shows a section titled 'FEDERAL' with a list of forms and their corresponding print/suppress options:

Form Name	Print	Suppress
Partner Activity Schedule.....	<input checked="" type="radio"/>	<input type="radio"/>
Schedule K-1 Instructions collated with each Schedule K-1.....	<input checked="" type="radio"/>	<input type="radio"/>
Form 1065 collated with each Schedule K-1.....	<input type="radio"/>	<input checked="" type="radio"/>
Form 8308.....	<input type="radio"/>	<input checked="" type="radio"/>
Partner Book/Tax Basis Schedule (Form 1065 Only).....	<input type="radio"/>	<input checked="" type="radio"/>

☒ Suppress partner number when creating a K-1 package PDF file ONLY.

Figure 3

- Partner Activity Schedule
- Partner Letters
- Schedule K-1 Instructions collated with each Schedule K-1
- Form 1065 collated with each Schedule K-1
- Form 8308
- Partner Book/Tax Basis Schedule (Form 1065 Only).

You may also select the check box if you want to **Suppress partner number when creating a K-1 package PDF file only**.

4. Below, in the **States and Cities** section, the default option for each state or city is to print the state and/or city partner schedules with the K-1 Print Package. You can choose to print or suppress any or all states and/or cities in this section by selecting the appropriate link(s), or suppress all cities/states by selecting the check box.

STATES AND CITIES

The options below will print or suppress the state or city forms for the K-1 Package only. The default is to print all state and city forms with the K-1 Package. Click the push button for applicable states to select individual forms to print or suppress for the state.

☐ Suppress all states/cities

Alabama	<input checked="" type="radio"/> Print <input type="radio"/> Suppress	Minnesota	<input checked="" type="radio"/> Print <input type="radio"/> Suppress
Alaska	<input checked="" type="radio"/> Print <input type="radio"/> Suppress	Mississippi	<input checked="" type="radio"/> Print <input type="radio"/> Suppress
Arizona	<input checked="" type="radio"/> Print <input type="radio"/> Suppress	Missouri	<input checked="" type="radio"/> Print <input type="radio"/> Suppress
Arkansas	<input checked="" type="radio"/> Print <input type="radio"/> Suppress	Kansas City	<input checked="" type="radio"/> Print <input type="radio"/> Suppress
California	<input checked="" type="radio"/> Print <input type="radio"/> Suppress	St. Louis	<input checked="" type="radio"/> Print <input type="radio"/> Suppress
Colorado	<input checked="" type="radio"/> Print <input type="radio"/> Suppress	Montana	<input checked="" type="radio"/> Print <input type="radio"/> Suppress
Connecticut	<input checked="" type="radio"/> Print <input type="radio"/> Suppress	Nebraska	<input checked="" type="radio"/> Print <input type="radio"/> Suppress
Delaware	<input checked="" type="radio"/> Print <input type="radio"/> Suppress	New Jersey	<input checked="" type="radio"/> Print <input type="radio"/> Suppress

Figure 4

States with additional forms other than the state Schedule K-1 that print with the K-1 Package have a **State** hyperlink (such as *Arizona* shown above).

Click the **State** link, and then select the option button to **Print** or **Suppress** the additional forms displayed.

ARIZONA

Schedule K-1.....	<input checked="" type="radio"/> Print <input type="radio"/> Suppress
Form 1040NR-Composite.....	<input checked="" type="radio"/> Print <input type="radio"/> Suppress

Figure 5

Additional Schedule K-1 Print Options

1. Additional Schedule K-1 print options are set on the **Print Options** screen in **Organizer > General Information > Return and Print Options**. Click the **Sch K, K-1 and Activity Schedules** tab.

Figure 6

2. Click the **Additional Sch K-1 Options** hyperlink to view another **Sch K-1 Print Options** screen where you can set additional K-1 print options:

Figure 7

3. Select the **Print Option** check box to **Print page 2 of Sch K-1 (Form 1065 Only)**.

4. Select the option to **Print** or **Suppress** the **Partner Activity Schedules**.
5. In the **Miscellaneous Partner Schedules** section, select the option to **Print** or **Suppress Schedule K-1, Item L** columnar summary (Form 1065 Only). Select the check box if you want to **Suppress amount for Schedule K-1, Line 14c**.

MISCELLANEOUS PARTNER SCHEDULES

Schedule K-1, Item L columnar summary (Form 1065 Only)..... ☒ Print ☐ Suppress

Detail schedule of loss and distributions in excess of basis..... ☐ Print ☒ Suppress

☒ Suppress amount for Schedule K-1, Line 14c

Figure 8

6. Select the check box in the **Print Options for Miscellaneous Partner Schedules for Federal Form 1065 Only** section to print the **Schedule for K-1 transfer information (1065 Schedule K-1 transfer to 1065 Pass-Through Activity)**.

PRINT OPTIONS FOR MISCELLANEOUS PARTNER SCHEDULES FOR FEDERAL FORM 1065 ONLY

☐ Partner columnar review schedules

☐ Reconciliation of partnership to partner amounts

☐ Suppress the reconciliation of capital of partnership to partner amounts

☐ List of assigned special allocation codes

☒ Schedule for K-1 transfer information (1065 Schedule K-1 transfer to 1065 Pass-Through Activity)

☐ Print Partnership and Partner Basis Schedules

☐ Print Partnership Basis Schedule whitepaper statements

Figure 9

7. Scroll back to the top of the screen, where you will find the following hyperlinks:

PRINT OPTION		
Print Selected K-1's	Additional K-1 Print Options	E-file Only: Suppress Selected Partners

Figure 10

- **Print Selected K-1s** link: Opens a spreadsheet where you can select the partners to be included by entering an X in the final column (see Figure 2).
- **Additional K-1 Print Options** link (see above): Returns the user to the **Sch K, K-1 and Activity Schedules Print Options** screen.
- **E-file Only: Suppress Selected Partners** link (see above): Opens a spreadsheet where you can select the partners to be suppressed from being included in the K-1 e-file by entering an X in the final column.

Enter an X for each partner to suppress selected Schedule K-1s from being included in the E-File.

Partner Number	Partner Name	Enter X to SUPPRESS partners
1	Richard Ashmore	X
2	Scott McIntire	X
3	Laura Ashmore	X
	Melanie McIntire	X

Figure 11

8. **Schedule K and Schedules K -1 Print Suppression Options** section: Found on the bottom of the **Sch K, K-1 and Activity Schedules Print Options** screen (**General Information > Return and Print Options > Schedule K, K-1 and Activity Schedules**), click the check box to suppress detail for the listed Schedule K and K-1 items:

SCHEDULE K, AND SCHEDULE K-1 PRINT SUPPRESSION OPTIONS		
Form 1065, Sch K Line Reference (Note: Line reference is for Form 1065, Sch K unless the Sch K column has N/A)		
	Check to suppress detail for:	Schedule K Schedule K-1
	All detail related directly to.....	<input type="checkbox"/> <input type="checkbox"/>
K	Partner's share of other liabilities.....	N/A <input type="checkbox"/>
L	Partner's share of Schedule M, lines 3, 4 and 7.....	N/A <input type="checkbox"/>
L	Capital contributed, withdrawals, and distributions.....	N/A <input type="checkbox"/>
2	Rental real estate activities.....	N/A <input type="checkbox"/>
3c	Other rental activities.....	N/A <input type="checkbox"/>
4	Guaranteed payments.....	<input type="checkbox"/> <input type="checkbox"/>
5	Interest income.....	<input type="checkbox"/> <input type="checkbox"/>
6	Dividends and dividend equivalents.....	<input type="checkbox"/> <input type="checkbox"/>
7	Royalties.....	<input type="checkbox"/> <input type="checkbox"/>
8	Net short-term capital gain/loss.....	<input type="checkbox"/> <input type="checkbox"/>
9a	Net long-term capital gain/loss.....	<input type="checkbox"/> <input type="checkbox"/>
9b	Collectibles (28%) gain/loss.....	<input type="checkbox"/> N/A
9c	Unrecaptured IRC § 1250 gain.....	<input type="checkbox"/> <input type="checkbox"/>
10	Net IRC § 1231 gain/loss (NOT casualty or theft).....	<input type="checkbox"/> <input type="checkbox"/>
11	Other income (loss) Sch K-1 Activity Detail and Sch K	<input type="checkbox"/> <input type="checkbox"/>
11a	Other portfolio income (loss).....	N/A <input type="checkbox"/>
11b	Involuntary conversions.....	N/A <input type="checkbox"/>
11c	IRC § 1256 contracts and straddles.....	N/A <input type="checkbox"/>
11d	Mining exploration costs recapture.....	N/A <input type="checkbox"/>
11e	Cancellation of debt.....	N/A <input type="checkbox"/>
11f	IRC § 951A income.....	N/A <input type="checkbox"/>
11g	IRC § 965(a) inclusion.....	N/A <input type="checkbox"/>
11h	Subpart F income other than IRC § 951A and 965 inclusion.....	N/A <input type="checkbox"/>
11i	Other income (loss).....	N/A <input type="checkbox"/>
12	IRC § 179 deduction.....	<input type="checkbox"/> <input type="checkbox"/>
13	Deductions related to portfolio income.....	N/A <input type="checkbox"/>

Figure 12

9. **Collation Options:** Click the option to **Print** or **Suppress** the following collation options for Schedule K-1.

COLLATION OPTIONS	
Schedule K-1 instructions with each partner's Schedule K-1.....	<input type="radio"/> Print <input checked="" type="radio"/> Suppress
Copies of Form 1065 and Schedule K with each partner's Schedule K-1.....	<input type="radio"/> Print <input checked="" type="radio"/> Suppress

Figure 13

10. **Section 163(j) Statement:** Click the applicable option to select the type of Section 163(j) statement to print with the K-1s. The default is for the second option [**Subject to 163(j)**].

Not subject to 163(j) Statement example

```
Section 163(j) Statement
=====
Partnership is not subject to 163(j)

Gross receipts (prior year average)      NONE
Business interest expense                NONE
Business interest income                 NONE
Adjusted taxable income                  NONE
```

Figure 14

Subject to 163(j) Statement example

```
Section 163(j) Statement
=====
Partnership is subject to section 163(j)

Gross receipts (prior year average)      NONE
```

Figure 15

Subject to 163(j) but is an excepted business

```
Section 163(j) Statement
=====
Partnership was not subject to section 163(j) as a result of an election under
section 163(j) (B) or 163(j) (7) (C) - electing real property trade/business or
electing farming business

Gross receipts (prior year average)      NONE
```

Figure 16

Select the option to print *NONE* for null line items to print *NONE* on the Section 163(j) statement for each partner where the line item is null.

Select the option to print the Section 163(j) statement on a separate page to print a separate page for each partner. Otherwise, the Section 163(j) statements will print at the end of all the K-1 whitepaper statements for each partner.

K-1 Package Separate PDF Filenames

The default file name for the K-1 Package separate PDF files is as follows:

Partner Number-Partner Name.pdf
1-John Doe

You can choose to assign an Alternative K-1 package Print File Name for each partner. To do so:

1. Navigate to **Organizer > Partner Information > Partner by Partner Data > Partner Name > Partner Information**.
2. Scroll to the bottom of the **Partner Information** screen.
3. Enter the filename. We automatically include the partner number at the beginning of the filename you enter in this field when creating the separate PDF files.

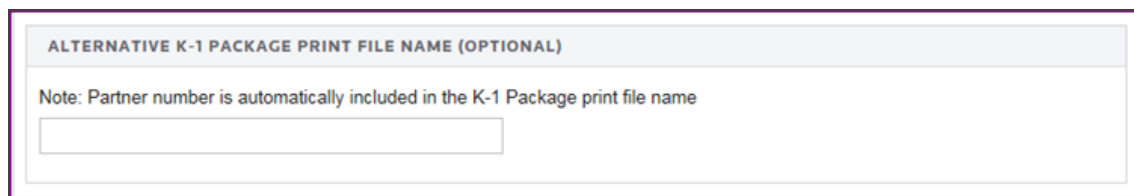


Figure 17



This field is optional and has a maximum of 45 characters. These special characters are not allowed (/ * | ?). If you use these characters, the PDF file will be created without these special characters included in the file name.

The Alternative K-1 Package print file name can also be included in the Partner Bridge Import file. See the *1065 Partner Bridge Workbook Guide* for more details.

PRINTING THE K-1 PACKAGE

Selecting Print Copy Types

1. Go to **Organizer > General Information > Return and Print Options > Print Copy Type** tab.
2. You can select the check boxes to print automatically the **Miscellaneous Forms, Schedules, and Worksheets**, which are included in the **Preparer Copy**, the **Taxpayer Copy**, and the **Government Copy** of the K-1 Print Package.

Printing the K-1 Package

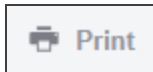
Basic Options	Allocation Options	Sch K, K-1 and Activity Schedules	Form 1065, Pages 1, 5 and 1125-A	E-file
Other Forms, Compute Options	Select K-1 Print	Print Copy Type		

The following forms, schedules and worksheets will automatically be included in the preparer copy and taxpayer copy as indicated below. None of the forms, schedules, and worksheets below will be included in the government copy. You may choose to include or not include the depreciation projections and tax invoice in the taxpayer copy.

MISCELLANEOUS FORMS, SCHEDULES, AND WORKSHEETS			
	Preparer Copy	Taxpayer Copy	Government Copy
Diagnostics and Overrides.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forms Not Released Page.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Partnership Labels.....	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Partner Labels.....	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reconciliation of Preparer Entries to Computed Amounts (Form 1065 Only).....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reconciliation of Partnership to Partner Amounts (Form 1065 Only).....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Partner Input Forms for 1040 (Form 1065 Only).....	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Depreciation Projections.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Partnership Letters and Filing Instructions.....	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Partner Letters and Filing Instructions.....	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Index of Federal Forms and Schedules.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analysis of Partners' Capital Accounts.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedule of Losses and Distributions in Excess of Basis.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of Partners' Names, Beginning Capital Accounts and Ratios.....	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Summary of Partner Ratios.....	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
List of Partners' Names and Addresses.....	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Schedule K-1 Instructions.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copies of Form 1065 and Schedule K Collated with each K-1.....	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tax Invoice.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Current-Year/Prior-Year Comparison (Form 1065 Only).....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 18

Printing the K-1 Package



1. Click the **Print** icon from the toolbar. This will display the **Print Menu** options in a new window.

2. Select the **K-1 Packages** option from the **Type** drop-down list to print the K-1 Packages.

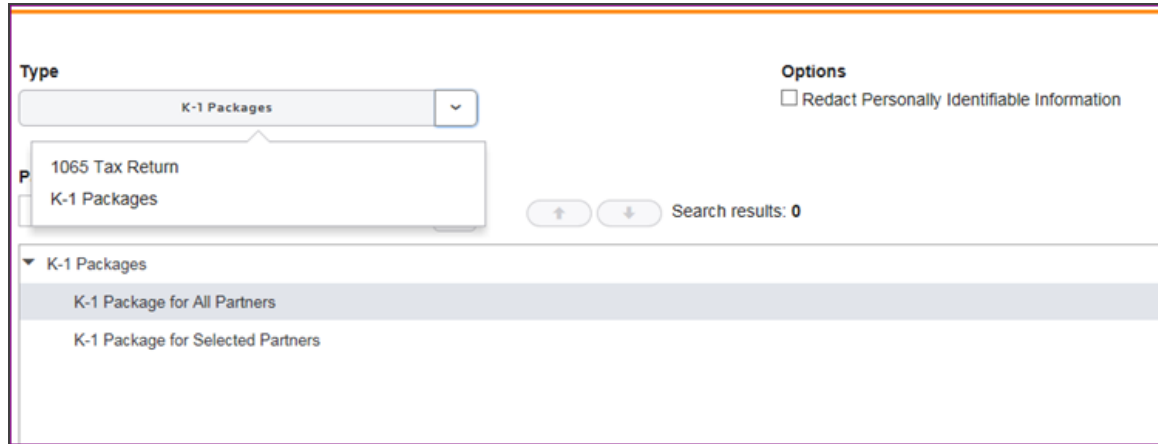
The screenshot shows a web interface for printing K-1 Packages. At the top left, there is a 'Type' dropdown menu currently set to 'K-1 Packages'. Below it, a search bar contains '1065 Tax Return' and 'K-1 Packages'. To the right of the search bar are two buttons with up and down arrows and the text 'Search results: 0'. On the top right, under the 'Options' heading, there is a checkbox labeled 'Redact Personally Identifiable Information'. Below the search bar, a list of options is shown: 'K-1 Packages' (expanded), 'K-1 Package for All Partners', and 'K-1 Package for Selected Partners'.

Figure 19

3. You can also select to **Redact Personally Identifiable information** for the K-1 Packages print.
4. Select the option to print the **K-1 Package for ALL Partners** or **K-1 Package for Selected Partners**.
5. Select the option **Create separate packages for each K-1 to create a separate PDF file for each partner**.

The screenshot shows the 'File Prefix Name' section of the interface. It includes a text input field containing 'P7979IX8_Ashmore _ McIntire', a 'RESET' button, and a checkbox labeled 'Create separate packages for each K-1'. Below the input field, there is a 'CREATE' button and a 'SEND TO COFILEROOM' button. The 'CREATE' button and the checkbox are highlighted with red rectangles.

Figure 20

6. Click the **Create** button to create the files.
7. When you create separate PDF files, the entire package will be created in a zip file. You can download this zip file to a specified location.
8. In the **History** section of the **Print Menu** screen, you can click the **Download** icon to download the zip file once the status displays that it is *Available*.

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