

## General Information

Generally, a partnership is required to prepare and give Schedule K-1 (Form CF-1065) to each person who was a partner in the partnership at any time during the year. Schedule K-1 (Form CF-1065) must be provided to each partner on or before the day on which the partnership return is required to be filed.

Partnerships electing to pay tax that have a partnership partner (downstream partnership) are required to provide Schedule K-1 (Form CF-1065) to each partner of the downstream partnership (or chain of such partnerships) if the tax for the downstream partnership is calculated based on the downstream partnership's partner's classification.

## How to Complete Schedule K-1 (Form CF-1065)

If the return is for a fiscal year or a short tax year fill in the fiscal tax year spaces at the top of each Schedule K-1. If this is a final or an amended K-1, mark (X) the appropriate box at the top of each Schedule K-1.

On each Schedule K-1, enter the information about the partnership and the partner in Parts I and II (items A through M). In Part III, enter: in column A the amounts from the partner's federal Schedule K-1 (Form 1065); in column B the amounts of exclusions or adjustments to the amounts in column A; and in Column C the partner's city taxable share of each item of income, deduction or information.

## Part I. Information About the Partnership

On each Schedule K-1, enter (A) the identifying number of the partnership, and its (B) name and address. Also enter the (C) partnership's business allocation percentage (Form CF-1065, Schedule D, line 5 or special formula line d).

## Part II. Information About the Partner

On each Schedule K-1 complete the information for the partner for items E through I and J through M as it was completed on the partner's federal Schedule K-1 (Form 1065). For item I2, if the partner code for item I1 is a code that represents an individual, estate or trust, enter in item I2 the following code for the partner: R for resident partner, N for a nonresident partner, PR for the resident portion and PN for the nonresident portion of the year for a part-year resident partner. See Appendix J, Partner Classification Table, for additional information. For item I3, mark (X) the box if the partner is a retirement plan. For item N enter the partner's partner number as reported on Form CF-1065, Schedule 1. When a partner is a part-year resident, two Schedule K-1's (Form GR-1065) are to be issued, one for the resident portion of the year and one for the nonresident portion of the year as two lines are required for reporting the partner's income.

If the partnership elects to pay tax and the partner is a partnership, mark (X) the item D box and enter the partnership partner's identification number. Complete the other items for this partnership partner. Parts III and Part IV for this downstream partnership is a compilation of their partner's Schedules K-1. Also, complete a Schedule K-1 (Form CF-1065) for each partner of the downstream partnership completing item D for the downstream partnership and completing Part II, Part III and Part IV for each downstream partnership partner.

## Part III. Partner's share of Current Year income, Exclusions/Adjustments and City Income.

This part of the Schedule K-1 (Form CF-1065) is divided into three columns: Column A, Federal Partnership Return Data; column B, Exclusions and Adjustments; and column C, City Taxable Income.

### Column A, Federal Partnership Return Data.

Column A, line 1, lines 2 through 13 and line 20 are used for reporting income, deductions and other information as reported on the federal Schedule K-1 (Form 1065) for the partner. In each line of column A enter the data as reported in the federal Schedule K-1 except for lines 1a, 11, 13 and 20 follow the instructions below.

**Line 1a. Ordinary income from other partnerships.** This line on the city Schedule K-1 (CF-1065) is used to properly report ordinary business income from other partnerships, estates and trusts. Column A of this line is blank or zero (0) as this line is not on the federal Schedule K-1.

**Codes for lines 11, 13 and 20.** In boxes 11, 13 and 20, identify each item by entering the federal code in the column to the left of Column A.

**Line 13. Other deductions.** In box 13 report only the federal coded items that affect city income of the partner. There are only a few (line 13) other deductions that affect a partner's city income. Deductions that are claimed on the partner's federal return Form 1040 as adjustments to income or itemized deductions are not reported on line 13. If you have a question about reporting a line 13 item, please contact the city for an answer. An example of a line 13 is item I, deductions – royalty income.

**Line 20. Other information.** In box 20 report only the federal coded items that affect city income. There are few items of (line 20) other information that affect the partner's city income. If you have a question about reporting a line 20 item, please contact the city for an answer. An example of a line 20 item is M, recapture of section 179 deduction.

## Column B, Exclusions and Adjustments

Complete column C, City Taxable Income, lines 1 through 13, before completing column B. Once the column C amount for a line is determined and entered, the column B amount for the line is calculated by subtracting the amount in column C from the amount in column A. Enter in the calculated amount in Column B for the line. If a line in any column is blank, it is to be read as a zero (0).

## Column C, City Taxable Income

The amount of city taxable income for each line for each partner is calculated in schedules attached to the partnership return enter the data for each line of Column C as determined in the schedule noted for the line.

**Line 1. Ordinary business income.** Enter the amount of the partner's ordinary business income as reported on Form CF-1065, Sch. C, column 3.

**Line 1a. Ordinary income from other partnerships.** Enter the amount of the partner's taxable share of ordinary income from other partnerships as reported on Form CF-1065, Schedule B11, column 10.

**Line 2. Net rental real estate income (loss).** Enter the amount of the partner's share of net rental real estate income (loss) as reported on Form CF-1065, Schedule B11, column 6.

**Line 3. Other rental income (loss).** Enter the amount of the partner's taxable share of other rental income (loss) as reported on Form CF-1065, Schedule B11, column 7.

**Line 4. Guaranteed payments to partners.** Enter the amount of the partner's taxable guaranteed payments as reported on Form CF-1065, Schedule C, column 4.

**Line 5. Interest income.** Enter the amount of the partner's taxable share of interest income as reported on Form CF-1065, Schedule B11, column 1.

**Line 6. Dividend income.** Enter the amount of the partner's taxable share of dividend income as reported on Form CF-1065, Sch. B11, column 2.

**Line 7. Royalties.** Enter the amount of the partner's taxable share of royalties as reported on Form CF-1065, Schedule B11, column 8.

**Line 8. Net short term capital gain (loss).** Enter the amount of the partner's taxable share of net short term capital gain (loss) as reported on Form CF-1065, Schedule B11, column 3.

**Line 9. Net long term capital gain (loss).** Enter the amount of the partner's taxable share of net long term capital gain (loss) as reported on Form CF-1065, Schedule B11, column 4.

**Line 10. Net section 1231 gain (loss).** Enter the amount of the partner's taxable share of net section 1231 gain (loss) as reported on Form CF-1065, Schedule B11, column 5.

**Line 11. Other income.** Enter the amount of the partner's taxable share of other income as reported on Form CF-1065, Schedule B11, column 9.

**Line 12. Section 179 deduction.** Enter a zero (0) or leave blank as this deduction is already included in the amount reported in column C, line 1.

**Line 13. Other deductions.** The amount to enter on this line must be calculated based upon the type of other deduction and the taxability of the city income related to the deduction. Example: Item I, deductions – royalty income, would be deductible at the same percentage the related royalty income is taxable by the city. There are very few other deduction items that relate to city income

**Line 20. Other information.** The amount to enter on this line must be calculated based upon whether the other information is city income or a deduction allowed to determine city income. Example: Item M, recapture of section 179 deduction, would be taxable at the same percentage the related property was taxable by the city. There are very few other information items that relate to city income.

## Part IV. Partner's City Deductions, Credits and Tax Paid

Part IV is divided into three sections. Refer to the following instructions to complete this section.

**D – Partner's deductions for items paid by the partnership.** Report the partner's share of deductions allowed under the city's income tax ordinance that were paid by the partnership. These deductions are the partner's: IRA deduction; Self-employed, SEP, SIMPLE and qualified plans deduction; Renaissance Zone deduction; etc.

**C – Credit for tax paid by partnership to another city.** Report the tax paid to other cities by partnership on behalf of partner who is a resident of the city named at the top of the Schedule K-1.

**T – Income tax paid by the partnership.** Report the actual tax paid by partnership on behalf of partner to the city named at the top of the Schedule K-1. This is the amount reported on Form CF-1065, Schedule 2, column 10, for the partner.