

## Instructions for NJ-1065 Webfile (Tax Year 2016)

NOTE: While the NJ Division of Taxation claims that Google is the most compatible browser, I had problems and had to use Internet Explorer in Compatibility View. If you have problems with your primary browser, try another one before contacting support@bivio.com.

1. Go to [https://www1.state.nj.us/TYTR\\_BusinessFilings/jsp/common/Login.jsp?taxcode=43](https://www1.state.nj.us/TYTR_BusinessFilings/jsp/common/Login.jsp?taxcode=43). Enter your twelve digit NJ Taxpayer ID (your federal EIN with three zeros at the end) and your password and click **Submit**. If you filed an NJ-1065 in 2015 or earlier, skip to step 5. If you don't have a password, you can create one by clicking the box under the password field before clicking **Submit**.
2. Enter your partnership name as it appears on your federal EIN notice. Click **Submit**.
3. If your partnership is not registered with NJ, you will get an error message stating "You have not entered the Partnership Name as it appears in our records." Click the box next to "If you still wish to file a Return, click here:" and click **Submit**.
4. Fill in the required fields to create a password, and enter the mailing address of the investment club. Click **Submit**.
5. Click the button next to "File NJ-1065 Annual Return and Payment". Scroll down, make sure the correct Annual Return Period Dates (Jan 01 2016 and Dec 31 2016) are showing and click **Submit**.
6. If you filed your 2015 NJ-1065 through the webfile application, you can choose to pre-populate the Partners Directory with information from last year. Choose **Yes** or **No** and click **Submit**.
7. You should now see the top of page 1 of the NJ-1065 return. Make sure your club's name and address are correct. Enter the # of Resident Partners, # of Nonresident Partners with Physical Nexus to NJ, and # of Nonresident Partners Without Nexus to NJ. Check the appropriate boxes as shown on the copy of the NJ-1065 return generated by bivio. Click **Next**.
8. Enter the numbers shown on pages 1 and 2 (lines 1-25) on the appropriate lines of this screen. You can only enter data in grey boxes. The white boxes will be calculated when you click **Save**. Click **Save**. Click **Next**.
9. This page should be titled SCHEDULE A TIERED PARTNERSHIPS. Click **Skip this form** at the upper right.
10. This page should be titled SCHEDULE B SHELTERED WORKSHOP TAX CREDIT FOR TAXABLE YEARS BEGINNING AFTER JANUARY 12, 2006. Click **Skip this form** at the upper right.
11. This page should be titled NJ-NR-A BUSINESS ALLOCATION SCHEDULE. Click **Skip this form** at the upper right.
12. This page should be titled SCHEDULE J CORPORATION ALLOCATION SCHEDULE. Click **Skip this form** at the upper right.
13. This page should be titled SCHEDULE L COMPLETE LIQUIDATION. Most clubs can click **Skip this form** at the upper right. **(13a)** If your bivio generated return contains this schedule,

transfer the data to the grey boxes. Make sure to complete the questions at the bottom of the screen, then click **Save** and **Next**.

- 14.** This page should be titled PARTNERS DIRECTORY. Transfer the information for the first five partners to this screen. **IMPORTANT:** Note that the fields are laid out in a different order on the webfile screen than on the printed return. If you have a partner receiving a final K-1, enter “Y” in the Final box, not “X”. If you have more than 5 partners, click on the **Add Partners** button near the top of the screen. This will open a screen where you can add partners 6-25. If you have more than 25 partners click on the **Partners 26-50** button at the bottom of the screen. Otherwise click on **Save/Return to Partners 1-5**. Click **Next**.
- 15.** You should now be looking at the Partnership Return Review screen. You should review all the information on this screen. You can use the buttons at the bottom of the screen to return to various sections of the Partnership Return. When you are satisfied, click **Submit NJ-1065**.
- 16.** This page is titled Partnership Tax Partnership Return Review Screen. Enter the name, telephone number, and email address of the person responsible for signing the return (usually the club treasurer). Click **File Now**.
- 17.** If you have been successful, you should now be looking at the Partnership Tax Partnership Return Confirmation Screen. There is a confirmation number in the box near the bottom of the screen. You should print a copy of this screen and keep it with your club’s tax records. There is a **Printer Friendly Version** button at the center of the screen that will generate a black and white version of this page.
- 18.** You should also click the **View Return** button and print copies for your club’s files of the parts of the return you submitted. The confirmation number and date submitted should appear at the top of each section.