

## Instructions for NJ-1065 Webfile

WARNING: I couldn't access the webfile application at step 3 using Windows 10 browsers (IE, Edge, or Chrome). I did not try Firefox. I also could not access using Chrome on Windows 7.

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 don't have a password, you can create one by clicking the box under the password field.
2. Click the button next to "File NJ-1065 Annual Return and Payment". Scroll down, make sure the correct Annual Return Period Dates (Jan 01 2015 and Dec 31 2015) are showing and click **Submit**.
3. 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**.
4. 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 finish. Click **Save**. Click **Next**.
5. This page should be titled SCHEDULE A TIERED PARTNERSHIPS. Click **Skip this form**.
6. This page should be titled SCHEDULE B SHELTERED WORKSHOP TAX CREDIT FOR TAXABLE YEARS BEGINNING AFTER JANUARY 12, 2006. Click **Skip this form**.
7. This page should be titled NJ-NR-A BUSINESS ALLOCATION SCHEDULE. Click **Skip this form**.
8. This page should be titled SCHEDULE J CORPORATION ALLOCATION SCHEDULE. Click **Skip this form**.
9. This page should be titled SCHEDULE L COMPLETE LIQUIDATION. Most clubs can click **Skip this form**. (9a) 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**.
10. 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 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**.

- 11.** 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**.
- 12.** This page is titled Partnership NJ1065 Return Partnership Filing Fee. Transfer any data from your bivio generated return to this screen. If a field on the screen requires data and the printed return is blank, enter 0. Most NJ investment clubs should not owe a Partnership Filing Fee. When the screen is complete, click **Submit This Return**.
- 13.** You should now be looking at the Partnership Filing Fee Review Screen. If you are satisfied, enter the contact information at the bottom of the screen and click **File Now**.
- 14.** If you are successful, you should receive a confirmation.