

Turbo Tax Instructions



Open your individualized Tax Reporting Package. Click the tab labeled “Turbo Tax” at the top right-hand corner of the page. At the bottom of the page is a button labeled OK. When the OK button is clicked, a file download window will appear to save your file. Assign a unique name to each Schedule K-1 that you export and attach the extension TXF (Tax Exchange Format).

When importing to TurboTax, go to the Schedule K-1 section. Choose **File - Import - From Accounting Software - Other Financial Software** (TXF file), browse for your file, select the file, and follow the remaining windows to complete your import of your Schedule K-1.

Note: This function must be performed for each Schedule K-1 that you have exported.