Virginia Department of Taxation

Schedule VK-1 Consolidated

Owner's Partnership Summary

2013

Contents

Schedule VK-1 Consolidated

Purpose

The Schedule VK-1 Consolidated allows multiple owners to be reported on one Excel summary sheet while maintaining the taxpayer disclosure agreement.

The PTE will continue to send a copy of the Schedule VK-1 to each owner for filing purposes, but will no longer need to send a copy of each owner's Schedule VK-1 to the Virginia Department of Taxation (the Department). In its place, a summary of each owner's share will be reported on the Schedule VK-1 Consolidated and sent to the Department for processing. The PTE must not send the Schedule VK-1 Consolidated to its owners due to the taxpayer's disclosure agreement. This version of the form may only be used with paper submissions.

PTEs reporting 9 or more owners must use the Schedule VK-1 Consolidated to report the owner's share of income, modifications, allocations, and the total additions, subtractions and credits reported on the Schedule VK-1. PTEs reporting 9 or less owners may file the Schedule VK-1, but are encouraged to file the VK-1 Consolidated with Form 502. The Schedule VK-1 Consolidated is in Excel format and may be converted to a PDF. Information may be extracted or manually entered from the Schedule VK-1. The 502 instruction booklet must be used with the VK-1 Consolidated form layout for field computations, additions, subtractions, tax tables and mailing addresses.

If users have no or little Excel experience, a Schedule VK-1 Consolidated form **Template** can be downloaded from our website www.tax.virginia.gov located in the PTE form section.

For users who may create their own form, use the form layout, requirements and specifications outlined in this document. Users must adhere to the requirements set forth in this document to ensure accurate processing of the Schedule VK-1 Consolidated. The Appendix at the end of the document contains detailed steps for using Excel, including screenshots. The final form print out as shown on the next page may be used as a guide to create the form layout.

Schedule VK-1 Consolidated Form Printout

2013 Schedule VK-1 Consolidated PTE's Name _____	PTE's FEIN _____						
Check Box if Owner Amended Return and/or is Participating in an Individual Unified Nonresident Return Name, Address, City, State, Zip Code	FEIN or SSN (No Dashes)	Date Acquired Interest In The PTE (MM/DD/YYYY)	Owner's Entity Type	Owner's Part. Type	Owner's Part. % (Enter Decimal Point)	Amount Withheld by PTE for Owner	Owner Entity WH Exemp. Code
			Line a.	Line b.	Line c.	Line d.	Line e.	Line f.
Amended Return X Nonresident Return X ABCDEFGHIJKLMNOPQRSTUVWXYZ ABCDEFGHIJKLMNOPQRSTUVWXYZ 1957 Westmoreland Street Richmond, VA 23230	440007009	9/1/2013	SHR	NON	1.5	2000.	03
Amended Return X Nonresident Return X ABCDEFGHIJKLMNOPQRSTUVWXYZ ABCDEFGHIJKLMNOPQRSTUVWXYZ 1957 Westmoreland Street Richmond, VA 23230	440007009	9/1/2013	SHR	NON	1.5	2000.	03
Amended Return X Nonresident Return X ABCDEFGHIJKLMNOPQRSTUVWXYZ ABCDEFGHIJKLMNOPQRSTUVWXYZ 1957 Westmoreland Street Richmond, VA 23230	440007009	9/1/2013	SHR	NON	1.5	2000.	03
Amended Return X Nonresident Return X ABCDEFGHIJKLMNOPQRSTUVWXYZ ABCDEFGHIJKLMNOPQRSTUVWXYZ 1957 Westmoreland Street Richmond, VA 23230	440007009	9/1/2013	SHR	NON	1.5	2000.	03
Amended Return X Nonresident Return X ABCDEFGHIJKLMNOPQRSTUVWXYZ ABCDEFGHIJKLMNOPQRSTUVWXYZ 1957 Westmoreland Street Richmond, VA 23230	440007009	9/1/2013	SHR	NON	1.5	2000.	03
Amended Return X Nonresident Return X ABCDEFGHIJKLMNOPQRSTUVWXYZ ABCDEFGHIJKLMNOPQRSTUVWXYZ 1957 Westmoreland Street Richmond, VA 23230	440007009	9/1/2013	SHR	NON	1.5	2000.	03
Amended Return X Nonresident Return X ABCDEFGHIJKLMNOPQRSTUVWXYZ ABCDEFGHIJKLMNOPQRSTUVWXYZ 1957 Westmoreland Street Richmond, VA 23230	440007009	9/1/2013	SHR	NON	1.5	2000.	03
Amended Return X Nonresident Return X ABCDEFGHIJKLMNOPQRSTUVWXYZ ABCDEFGHIJKLMNOPQRSTUVWXYZ 1957 Westmoreland Street Richmond, VA 23230	440007009	9/1/2013	SHR	NON	1.5	2000.	03
Amended Return X Nonresident Return X ABCDEFGHIJKLMNOPQRSTUVWXYZ ABCDEFGHIJKLMNOPQRSTUVWXYZ 1957 Westmoreland Street Richmond, VA 23230	440007009	9/1/2013	SHR	NON	1.5	2000.	03

Schedule VK-1 Consolidated Form Printout (continued)

PTE's FEIN	PTE's Name									
FEIN or SSN (No Dashes)	Total Taxable Income Amounts	Total Deductions	Tax-Exempt Interest Income	Income Allocated to Virginia	Income Allocated Outside of Virginia	Apportionable Income	Virginia Apport. % (Enter Decimal Point)	Total Add.	Total Sub.	Total Refund. Credits
	Line 1.	Line 2.	Line 3.	Line 4.	Line 5.	Line 6.	Line 7.	Line 13.	Line 18.	Line 43.
440007009	200000.	500.	200.	10000.	5000.	100.	25.0	7500.	200.	2000.
440007009	200000.	500.	200.	10000.	5000.	100.	25.0	7500.	200.	2000.
440007009	200000.	500.	200.	10000.	5000.	100.	25.0	7500.	200.	2000.
440007009	200000.	500.	200.	10000.	5000.	100.	25.0	75000.	20000.	200000.
440007009	200000.	500.	200.	10000.	5000.	100.	25.0	7500.	200.	200066.
440007009	200000.	500.	200.	10000.	5000.	100.	25.0	7500.	200.	2000.
440007009	200000.	500.	200.	10000.	5000.	100.	25.0	7500.	200.	2000.
440007009	200000.	500.	200.	10000.	5000.	100.	25.0	7500.	200.	2000.
440007009	200000.	500.	200.	10000.	5000.	100.	25.0	7500.	200.	2000.

Schedule VK-1 Consolidated Form Requirements

Paper and Ink

- Paper size must be 8 ½ inches x 11 inches.
- Print single sided.
- Paper orientation is Portrait. DO NOT use Landscape.
- Paper weight is 20 pound bond (non-recycled) paper.
- Paper color must be white.
- Ink: black (other colored ink / light printing result in problems causing processing delays).

Schedule VK-1 Consolidated Excel Form Layout

Using Excel Headings

The top and left headings from Excel, columns A- R and rows 1-12 as shown is the area used to create the form layout.
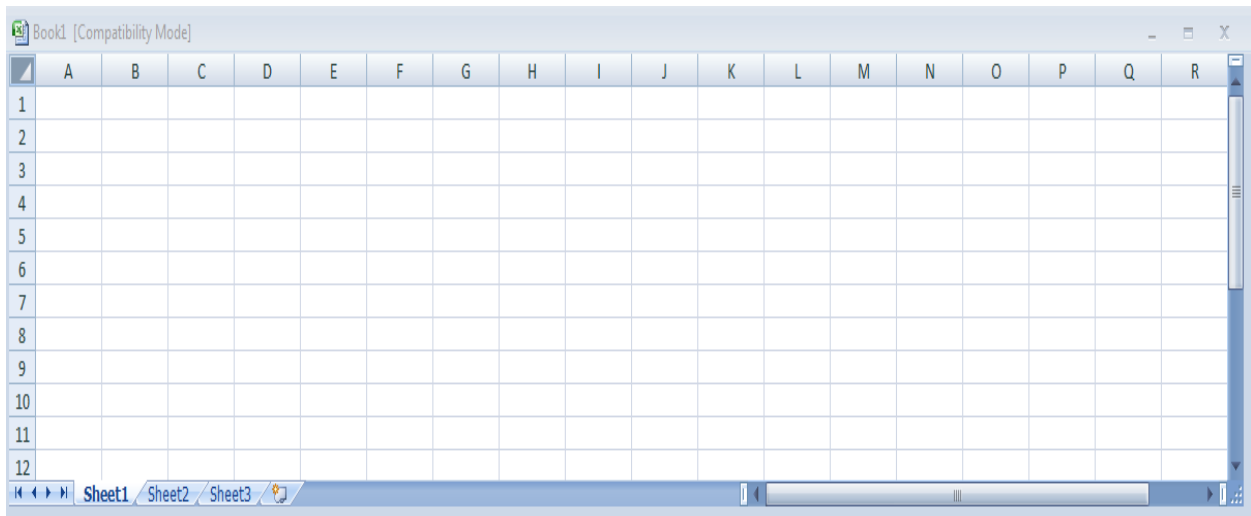
Form Layout Instructions

Columns, Headings and Data Fields

There are a total of 9 rows to report each owner's share of income, modifications, allocations, additions, subtractions and credits. Each category is divided into column headings. The first three rows are reserved for the form title, 1D barcodes, column headings and the corresponding line numbers. The charts on the next page will show how the column width and row height is defined for the form layout.

- 1st Row – form title, PTE's Name, PTE's FEIN and the 1D Barcode for Page 1 and 2
- 2nd Row – reserved for the column headings
- 3rd Row – corresponding line numbers to the column headings

Each column heading and row vary in size and must be formatted and print only as outlined on Pages 8-9 and print as shown on Page 4 of this document. The data field rows are 68.25'' in height and the cell format is specified on Page 10.

Form headings must print in the same order as presented on the layout, but may be abbreviated to provide more space if needed. Multiple pages of the Schedule VK-1 Consolidated may be needed to report additional partners.

Schedule VK-1 Consolidated

Columns

Use the chart below to determine the column width and row height for Rows 1 through 12 and Columns A through R.

Excel Column	Column Width
Column A	35.86
Column B	10.57
Column C	11.71
Column D	6.
Column E	6.
Column F	7.71
Column G	10.86
Column H	6.67
Column I	10.14
Column J	10.14
Column K	9.86
Column L	10.
Column M	9.86
Column N	9.86
Column O	6.43
Column P	5.43
Column Q	5.57
Column R	5.71

Excel Row	Row Height
Row 1	52.
Row 2	58.5
Row 3	11.25
Row 4	68.25
Row 5	68.25
Row 6	68.25
Row 7	68.25
Row 8	68.25
Row 9	68.25
Row 10	68.25
Row 11	68.25
Row 12	68.25

Schedule VK-1 Consolidated

Headings

Use the chart and instructions to format the column headings and rows.

1. Merge <u>Columns B through H</u> on <u>Row 1</u> only.

2. Merge <u>Columns I through R</u> on <u>Row 1</u> only.

3. Select <u>Row 3, Columns C through R</u>, and shade it 5% darker white.

4. Merge <u>Rows 2 and 3</u> in <u>Column A</u> only.

5. Merge <u>Rows 2 and 3</u> in <u>Column B</u> only.

6. Use the chart below to determine the headings cell format for <u>Rows 1 through 3</u> and <u>Columns A through R</u>.

Excel Column	Column Width	Row Height	Cell Category	Horizontal Alignment	Vertical Alignment	Text Control	Font Size
Cell A1	35.86	52.	General	Center	Bottom	Wrap	10
Cell B1-H1	Merged Columns	52.	General	General	Bottom	No Wrap	_
Cell I1-R1	Merged Columns	52.	General	General	Bottom	No Wrap	_
Cell A2	35.86	_	General	General	Bottom	Wrap	9
Cell B2	10.57	_	General	Center	Top	Wrap	9
Cell C2-R2	_	58.5	General	Center	Top	Wrap	9
Cell C3-R3	_	11.25	General	Center	Top	Wrap	9

Schedule VK-1 Consolidated

Data Fields

Cells A4 through R12 is the area on the form used to enter owner's information.

1. Starting on Row 4, change Row height to 68.25" for <u>Cells C4 through C12</u>.

2. Use the chart below to determine the Column height and cell format for <u>Rows 4 through 12</u> and <u>Columns C through R</u>.

Excel Cell	Cell Category	Horizontal Alignment	Vertical Alignment	Text Control	Font Size
Cell A4-A12	General	General	Bottom	Wrap	10
Cell B4-B12	Text	Center	Bottom	No Wrap	12
Cell C4-C12	General	Center	Bottom	No Wrap	12
Cell D4-D12	General	Center	Bottom	No Wrap	12
Cell E4-E12	General	Center	Bottom	No Wrap	12
Cell F4-F12	Accounting Decimal 1 Place	Center	Bottom	No Wrap	12
Cell G4-G12	Text	Center	Bottom	No Wrap	12
Cell H4-H12	Text	Center	Bottom	No Wrap	12
Cell I4-I12	Text	Center	Bottom	No Wrap	8
Cell J4-J12	Text	Center	Bottom	No Wrap	8
Cell K4-K12	Text	Center	Bottom	No Wrap	8
Cell L4-L12	Text	Center	Bottom	No Wrap	8
Cell M4-M12	Text	Center	Bottom	No Wrap	8
Cell N4-N12	Text	Center	Bottom	No Wrap	8
Cell O4-O12	Accounting Decimal 1 Place	Center	Bottom	No Wrap	8
Cell P4-P12	Text	Center	Bottom	No Wrap	8
Cell Q4-Q12	Text	Center	Bottom	No Wrap	8
Cell R4-R12	Text	Center	Bottom	No Wrap	8

Schedule VK-1 Consolidated

Page Setup

1. Set the Page Setup to Portrait.
2. Set the Scaling to 100%.
3. Set the Paper Size to Letter.
   NOTE: DO NOT use Landscape or the form will not print correctly and cause delays in processing customer information.

Margins

The Footer margin defaults to 0.3 and does not to be changed.
1. Set the Top margin to 0.5.
2. Set the Bottom margin to 0.
3. Set the Left and Right margins to 0.2.
4. Set the Header margin to 0.26.

Print Area

The print area must be set to include the entire form layout, starting with the first Row with the form title in the Header with the 1D Barcodes and ending with the last Row and Column titled, "Total Refund Credits". Rows and columns must be repeated for print as described.
1. Set A1:R12 as the Print Area.
   NOTE: If printing multiple pages OR beyond Row 12, you MUST adjust the Print Area to include these extra Rows or owner information.
2. Set $2:$3 as the Rows to repeat at top.
3. Set $B:$B as the Columns to repeat at left.

Borders

1. Highlight Cells A1 through R12.
2. Click the Outline option button.
3. Click the Inside option button.

Form Headings, Line Headings and Textbox

1. In Cell A1:
   - Enter in bold font, form title "2013 Schedule VK-1 Consolidated".
   - Enter in bold font, heading "PTE's Name _____".
   - Set the font size to 10.

2. In Cell B1:
   - Enter in bold font, heading "PTE's FEIN _____".
   - Set the font size to 10.
   - Heading is set to repeat on Page 2 of the Schedule VK-1 Consolidated.

Form Headings, Line Headings and Textbox (continued)

3. In <u>Cell I1</u>:
   - Enter in bold font, heading "PTE's Name _____".
   - Set the font size to 10.

4. In <u>Cells B2 through R2</u>,
   - Enter the corresponding field and column descriptions from the form specifications on Page 13.
   - Set the font size to 9.

5. In <u>Cells C3 through R3</u>,
   - Enter in bold font the form line numbers "Lines a-f, 1-7, 13, 18, and 43" that corresponds to field and column descriptions per the form on Page 13.
   - Set the font size to 9.

6. Owner information starts on Row 4 and ends on Row 12. Additional rows may be added. If additional rows are added, you <u>MUST</u> change the print area to include the extra rows for viewing and printing.

7. Insert a textbox for the "Amended Return and/or is Participating in an Individual Non-Resident Return" indicators. The textbox below can be copied and paste to the form layout.
   - Position the textbox inside the cell above the owner's name and address, on <u>Rows 4 through 12</u>.
   - Set the textbox <u>Height</u> to .2'', the <u>Width</u> to 2.66'', and the <u>Scales</u> to 100%.
   - Add a <u>Border</u> around the textbox.
     - Format the <u>Shape</u> of the textbox as <u>Solid Fill</u> and <u>Color Solid</u>.
     - <u>Shade</u> the textbox <u>5% darker white</u>.
   - Inside the textbox, in bold font enter "**Amended Return __   NonResident __**".
   - Add at least 2 spaces between each indicator and text.
   - Font size is 9.

<div style="border:1px solid;">Amended Return __   NonResident __</div>

The preparer inserts "X" beside the approproate check box that applies to each owner when completing the form.
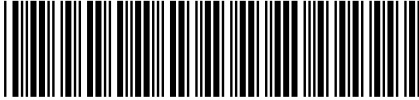
1D Barcodes

The Schedule VK-1 Consolidated has two 1D Barcodes, one for each page of the form. The barcodes are placed in the header at the top right corner of each page.

- Page 1 1D Barcode is placed in merged <u>Columns B through H</u> on Row 1.
- Page 2 1D Barcode is placed in merged <u>Columns I through R</u> on Row 1.
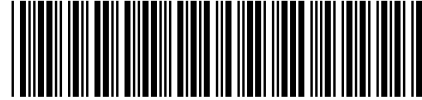
Schedule VK-1 Consolidated

The 1D Barcodes can be copied from here and pasted to the form. Make sure the correct 1D Barcode is on the correct page.

Page 1, 1D Barcode   Page 2, 1D Barcode

Form Layout

On pages 13 and 14 are the specifications needed to design the form layout in Excel for the Schedule VK-1 Consolidated. Screenshots with each column tagged as a reference to the form specifications is provided on Page 15. The final form print out is on Page 4.

VK-1 Consolidated Form Specifications

Tag Number	Line/Column	Description	Field Length	Comments
1	Top/Left	PTE's Name_____	15	Name of PTE
1a	Top/Left	PTE's FEIN_____	9	PTE's 9 digit FEIN; will repeat on Page 2
1b	Top/Right	1D Barcode	-	Two 1D Barcodes; Page 1 1D Barcode, stored in merged columns B-H, Page 2 Barcode on merged columns I-R
2	Col A	Shareholder Name	26	
2	Col A	Shareholder Address	26	
2	Col A	Shareholder Address	26	
2	Col A	Shareholder City or Town, State and Zip Code	26	
3	Col A	Check if – Amended Return and/or Non-Resident	-	Check if Amended Return and/or Owner is Participating in an Individual Non-resident Return
4	Col B	FEIN or SSN (no dashes)	9	
Additional Owner Information				
5	Col C; Line a.	Date Owner Acquired Interest In The Pass-Through Entity	10	Format is (MM/DD/YYYY)
6	Col D; Line b.	Owner's Entity Type	3	Enter code; see instructions
7	Col E; Line c.	Owner's Participation Type	3	Enter code; see instructions
8	Col F; Line d.	Owner's Participation Percentage	6	Example: 47.35% - see instructions
9	Col G; Line e.	Amount Withheld by PTE for Owner	9	
10	Col H; Line f.	If Owner or Entity is exempt from withholding enter exemption code	2	Enter 2 digit exemption code; see instructions
Distributive or Pro Rata Income and Deductions (See instructions)				
11	Col I; Line 1.	Total of Taxable Income Amounts	9	

VK-1 Consolidated Form Specifications (continued)

Tag Number	Line/Column	Description	Field Length	Comments
12	Col J; Line 2.	Total of Deductions	9	
13	Col K; Line 3.	Tax-exempt Interest Income	9	
Allocation and Apportionment				
14	Col L; Line 4.	Income Allocated To Virginia	9	Owner's Share From PTE's Schedule 502a, Section C, Line 2
15	Col M; Line 5.	Income Allocated Outside Of Virginia	9	Owner's Share From PTE's Schedule 502a, Section C, Line 3(e)
16	Col N; Line 6.	Apportionable Income	9	Owner's Share From PTE's Schedule 502a, Section C, Line 4
17	Col O; Line 7.	Virginia Apportionment Percentage	6	From PTE's Schedule 502A, Section B, percent from Line 1 or Line 2(g)or 1
Virginia Additions - Owner's Share				
18	Col P; Line 13.	Total additions	6	Add Lines 8-11 and 12a Page -12d from VK-1, 1
Virginia Subtractions - Owner's Share				
19	Col Q; Line 18.	Total Subtractions	6	Add Lines 14-16 and 17a-17d from VK-1,
Virginia Tax Credits				
20	Col R; Line 43.	Total Refundable Credits	6	Total Refundable Credits from VK-1, Page 2

Schedule VK-1 Consolidated Form Layout With Field Tags

Page 1

2013 Schedule VK-1 Consolidated

Ref #1a — PTE's FEIN

Ref #1b

PTE's Name _____ Ref #1

Check Box if Owner Amended Return and/or is Participating in an Individual Unified Nonresident Return Name, Address, City, State, Zip Code Ref #2 Ref #3	FEIN or SSN (No Dashes) Ref #4	Date Acquired Interest In The PTE (MM/DD/YYYY) Ref #5	Owner's Entity Type Ref #6	Owner's Part. Type Ref #7	Owner's Part. % (Enter Decimal) Ref #8	Amount Withheld by PTE for Owner Ref #9	Owner Entity WH Exemp. Code Ref #10
		Line a.	Line b.	Line c.	Line d.	Line e.	Line f.
Amended Return X Nonresident Return X ABCDEFGHIJKLMNOPQRSTUVWXYZ ABCDEFGHIJKLMNOPQRSTUVWXYZ 1957 Westmoreland Street Richmond, VA 23230	440007009	9/1/2013	SHR	NON	1.5	2000.	03

Page 2

Ref #1a — PTE's FEIN

Ref #1 — PTE's Name _____

Ref #1b

FEIN or SSN (No Dashes) Ref #4	Total Taxable Income Amounts Ref #11	Total Deductions Ref #12	Tax-Exempt Interest Income Ref #13	Income Allocated to Virginia Ref #14	Income Allocated Outside of Virginia Ref #15	Apportionable Income Ref #16	Virginia Apport. % (Enter Decimal) Ref #17	Total Add. Ref #18	Total Sub. Ref #19	Total Refund. Credits Ref #20
	Line 1.	Line 2.	Line 3.	Line 4.	Line 5.	Line 6.	Line 7.	Line 13.	Line 18.	Line 43.
440007009	200000.	500.	200.	10000.	5000.	100.	25.0	7500.	200.	2000.

Excel – Formatting Cells

The **Format** tab is used to align text, merge cells, wrap text, categorize a cell(s), create borders, and change column width and row height. See diagrams on Pages 6 and 8. The next few pages are a brief overview of the tools needed to create the form layout per Excel version 2007.

To save a formatting change you make:
Click OK (located at the bottom of the Format Cells tab).

Text can be **Aligned** using the horizontal and vertical alignment on the Format Cells tab.
1. Select the cell(s) that require alignment.
2. From the Home tab,
   - Click the Format tab.
   - Click Format Cells (the tab at the top reads "text alignment").
3. Click on the arrow in the box for Horizontal and/or Vertical and select the appropriate alignment.

To **Merge** cells, select the cells you want to merge.
1. From the Home tab, click the Format tab.
2. Click Format cells (the tab at the top reads "text alignment").
3. Click on the box for Merge Cells.

Text can be **Wrapped** from the same Format Cells tab.
1. Select the cell(s) that has the text you want to wrap.
2. Click on the box for Wrap Text.

The cell **Category** is on the Format Cells tab. For each cell to format and print correctly, cells must be categorized. Cells with dollar values, dates, and percentages MUST be are required to have the category outlined in this document for the form layout.
1. Select the cell(s) that will need to be categorized.
2. From the Home tab, click the Format tab.
3. Click Format Cells.
4. Click the Number tab at the top (below the number tab it should read "category")
5. Click on the arrow in the box for category and select the appropriate category.

Borders will help define the lines in the form layout to make the form easier to read.
1. Select the cells you want to add a Border.
2. From the Home tab, click the Format tab.
3. Click Format Cells.
4. Click the Borders tab.
5. Select a style from the Line Styles to the right of the border tab.
6. Click on the Border diagram to apply the line style to the form layout.

To change column **Width** or row **Height**, select the cell(s) you want to change.
1. From the Home tab, click the Format tab.
2. Click Column Width and enter the width of the column.
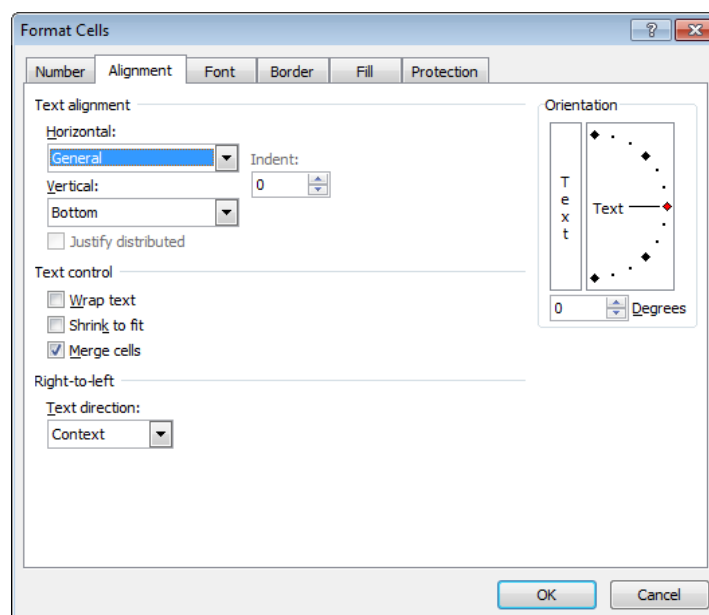3. Click Row Height and enter the height of the row.

Appendix

Excel – Formatting Cells (continued)

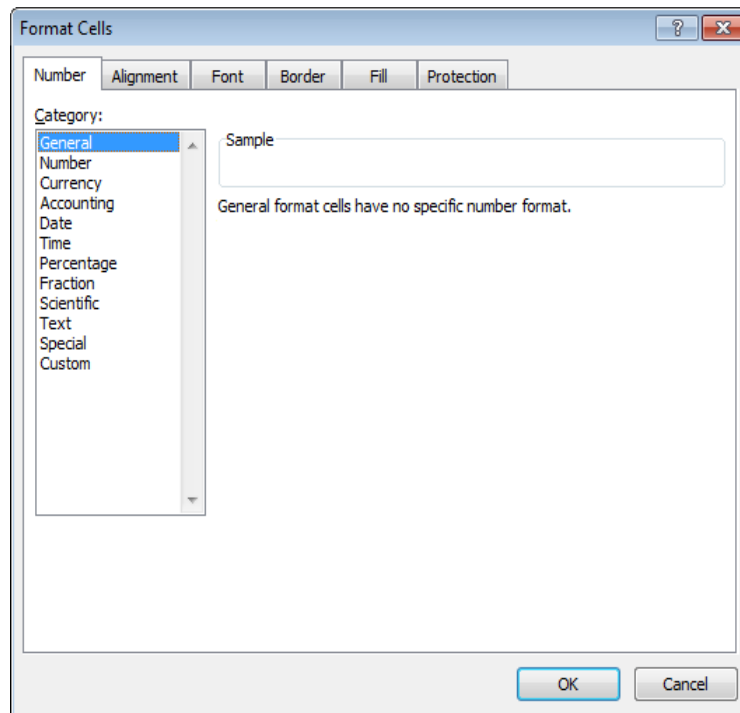Cell Size from the Format tab is used to change row height, column width and cell format.
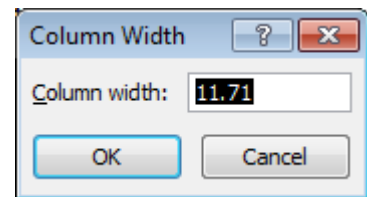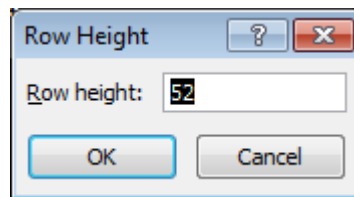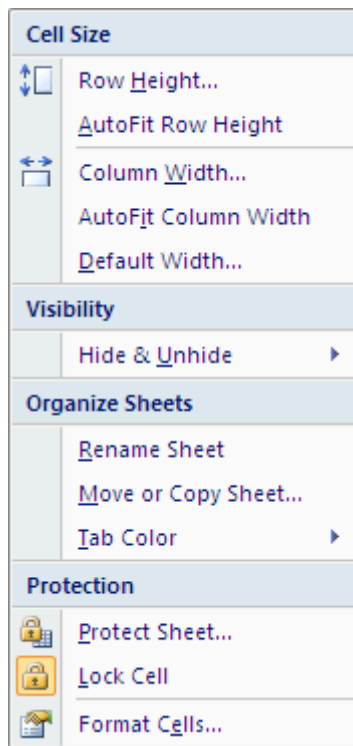
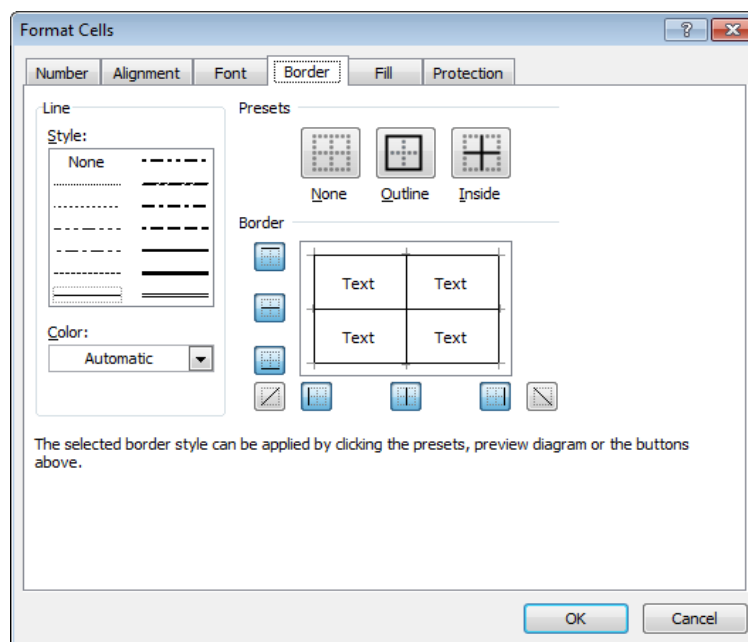The Format Cells Alignment tab is used to align text.

Excel – Formatting Cells (continued)

Format the cells Category tab to format text.

Add a Border around the form and between each cell on the form.

Appendix

Excel – Formatting Pages

The **Page Setup** is used to set page orientation, size, margins and print area. See details on Page 8. The next few pages are a brief overview of the tools needed to format the form layout.

To save a formatting change you make:
Click OK (located at the bottom of the Page Setup tab).

All of the **settings for Formatting Pages** can be accessed as described below.
1. From the Home tab, click the Page Layout tab.
2. From the Page section, click the arrow icon to open the Page Setup box (located in the bottom right corner, below the "Print Titles" option).

The **Page** is set to a certain orientation and size to allow the information to be printed together.
1. Click the Page tab.
2. Select the appropriate page Orientation.
3. Adjust the Scaling.
4. Select the correct Paper Size.

To set the page **Margins**,
1. Click the Margins tab.
2. Adjust the top, bottom, left and right margins to the appropriate setting.

The **Print Area** is set to allow proper information to be printed together, ex. barcodes and titles.
1. Click the Sheet tab.
2. Select the correct Print Area.
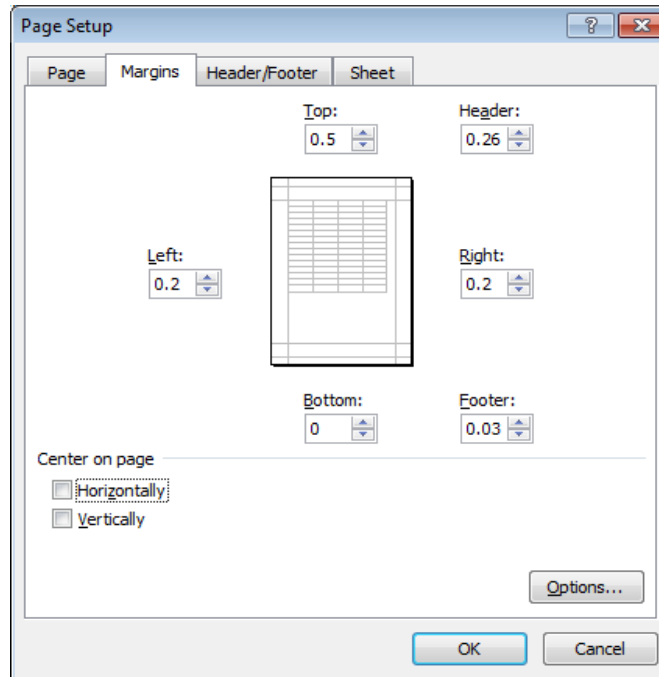3. Select the appropriate rows and columns to repeat on each page.

The Page tab is used for the page orientation, scaling and paper size.
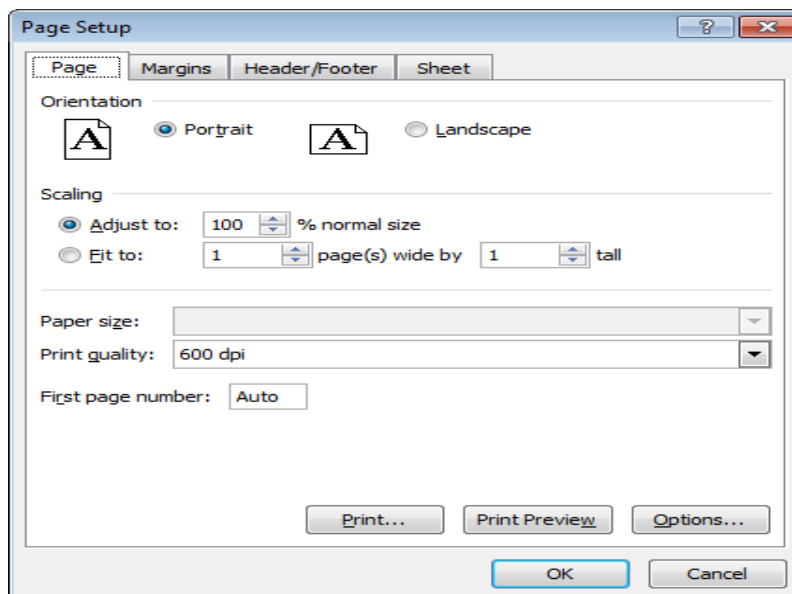
Excel – Formatting Pages (continued)

The Margin tab is used for top, bottom left and right margin settings.

The Sheet tab is used for print area, rows to repeat and columns to repeat.