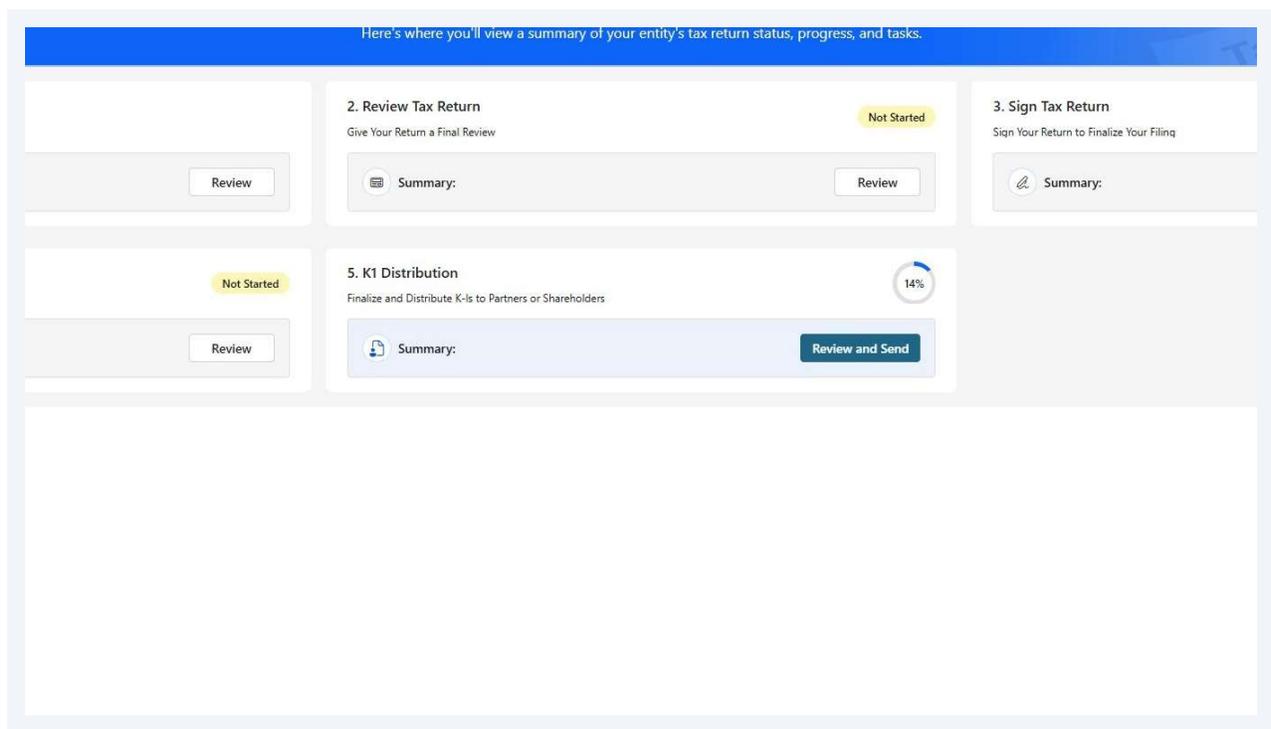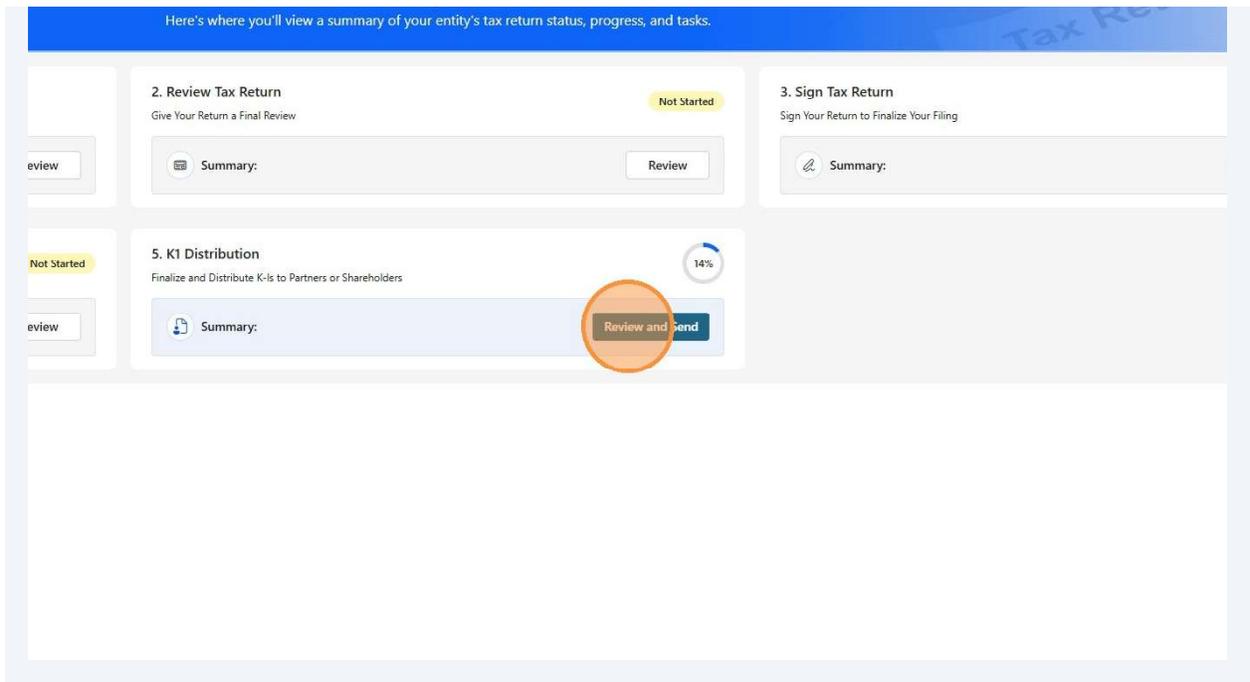# How To Send Schedule K-1 To Recipients

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HubSync makes it easy to securely distribute Schedule K-1 forms to partners or shareholders. The quick guide below provides a step-by-step walk through on how to enter recipient email addresses and send K-1s directly from the platform.

1. Login to HubSync and open entity workspace.

Here's where you'll view a summary of your entity's tax return status, progress, and tasks.

2. Review Tax Return — Give Your Return a Final Review	Not Started
Review	Summary: Review

3. Sign Tax Return — Sign Your Return to Finalize Your Filing

Summary:

Not Started

5. K1 Distribution — Finalize and Distribute K-1s to Partners or Shareholders

14%

Summary: Review and Send

2. Click "Review and Send" for the K1 Distribution step.

3. Input email address for each partner or shareholder.

If email address needs to be updated at any time, edit it directly within the K-1 Distribution grid. *Each recipient may only have one email address associated with their record.*

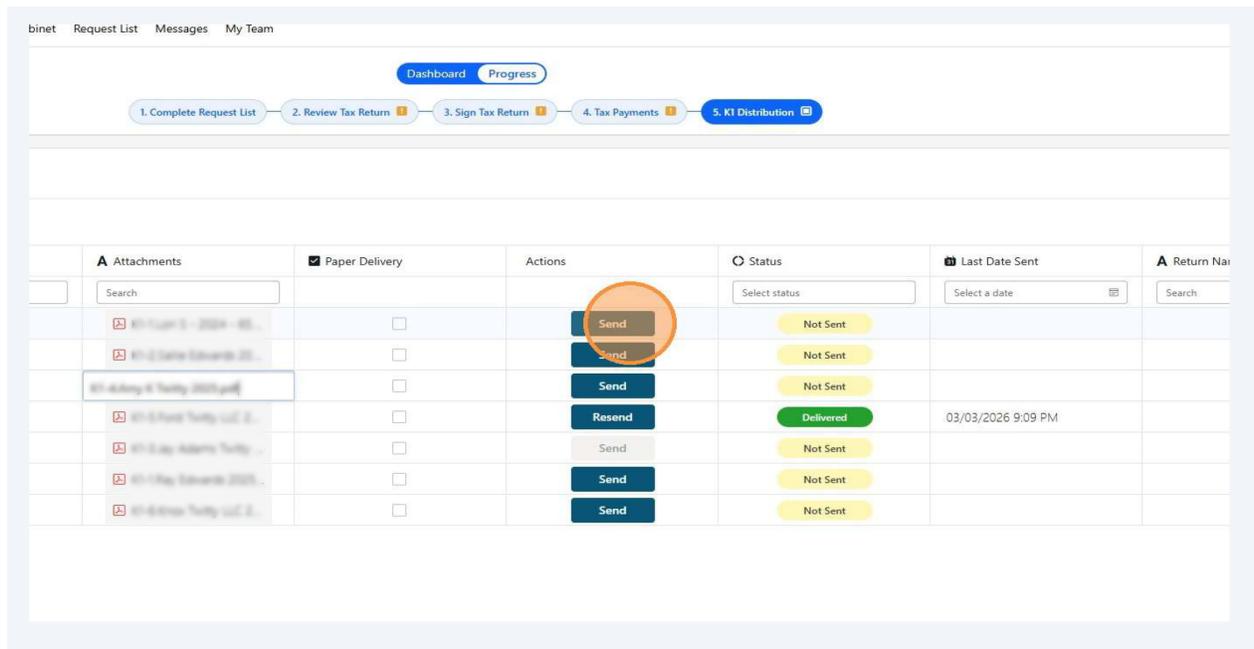***Important Note:*** *K-1 distribution is controlled by the client user. CRI users are not able to send Schedule K-1s, and forms are distributed only when the external user selects Send for all K-1s.*

4. External user clicks "Send" for each partner or shareholder to receive their Schedule K-1.

5. Alternatively, select multiple or all recipients from the list.
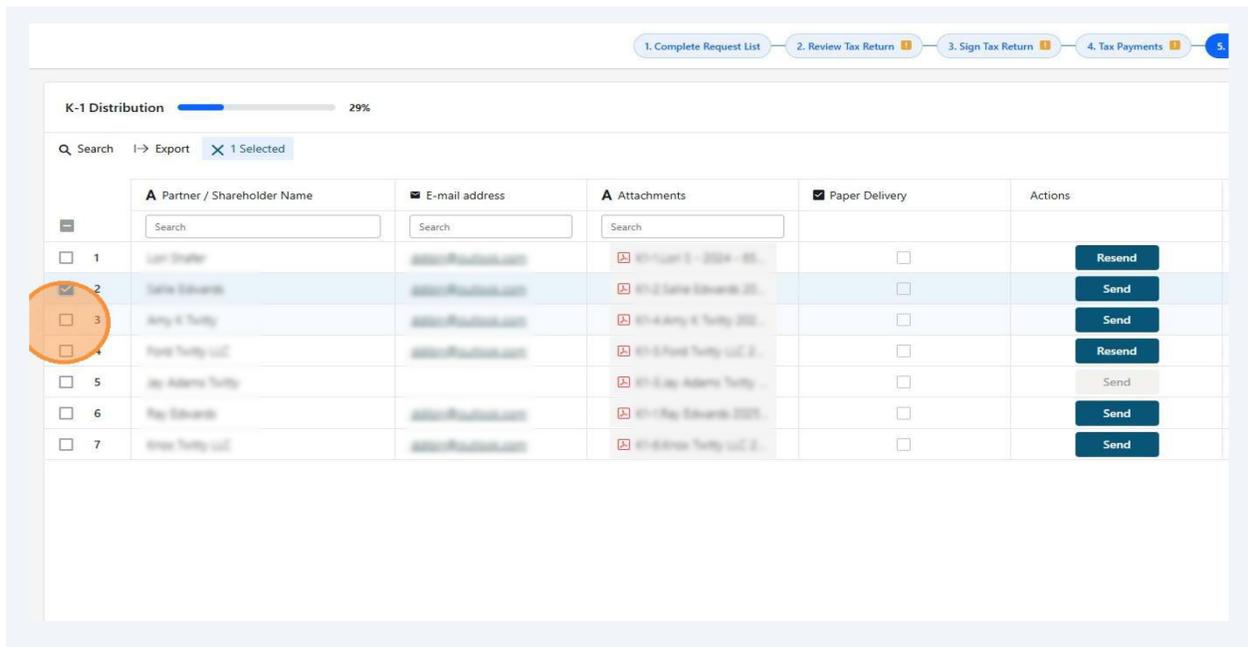
6. After selecting multiple recipients, click "Send to Selected".

7. If the recipient requests a paper copy of the form, Paper Delivery column should have a checkmark in the box for that recipient.
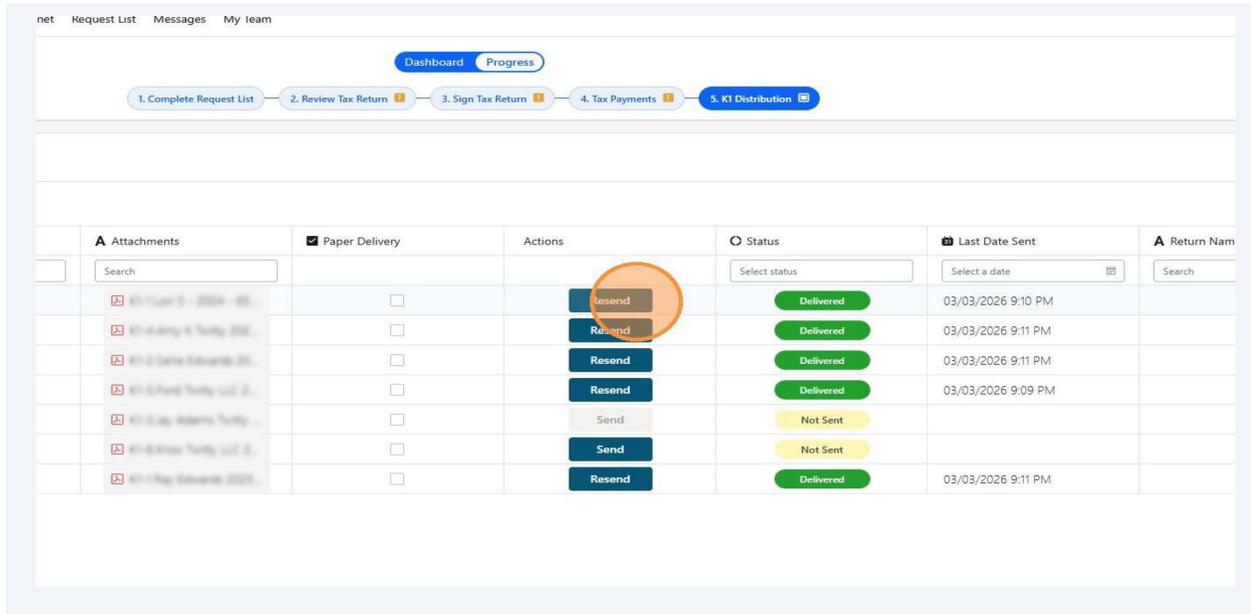
If Paper Delivery recipient provides an email later, Paper Delivery box may be unchecked and email address field updated with an email provided.

8. **If any of the members request for the K-1 to be resent, click "Resend" button.**

Note the "Last Date Sent" column updates automatically each time a Schedule K-1 is sent to that recipient.

? Questions

If you have any questions about sending your Schedule K-1s through HubSync or need assistance with the distribution process, please contact our team. We are happy to help ensure your K-1s are delivered securely and efficiently.