

PARTNERSHIP TAX ORGANIZER (1065)

Partnership Name _____ Tax Period _____
Address _____ Federal ID# _____
_____ State ID# _____
Telephone: _____ Fax: _____ Email: _____

Provide a general ledger, trial balance, depreciation schedules, balance sheet, and profit and loss statement by activity. In addition, provide the following information:

	<u>DONE</u>	<u>N/A</u>
1. Copies of correspondence with tax authorities regarding changes to prior year(s) returns.	_____	_____
2. Details of changes in ownership.	_____	_____
3. For each shareholder: TIN, compensation, percentage of ownership, relationship to other shareholders, time devoted to business, date ownership acquired and detail of distributions received.	_____	_____
4. Schedule of all fringe benefits paid on behalf of more than two percent shareholders (and their relatives) and indicate which benefits have been included in their Forms W-2.	_____	_____
5. Schedule of loans to or from shareholders, officers and related parties, including interest rates and payment schedules.	_____	_____
6. Copies of all deferred compensation plans and agreements.	_____	_____
7. Did the partnership make any payments that would require it to file 1099s? If yes, did the partnership file all 1099s?.	_____	_____
8. Copies of all federal and state payroll reports including Forms W-2 or W-3, 940, 941	_____	_____
9. Copies of Forms 1099 or 1096, 5500, 1042, 5471, 5472, 8865, 8858, 8886 <u>filed by the partnership.</u>	_____	_____
10. Copies of Forms 1099, 1099B, 5471, 5472, 8865, 8858, 8886 and Schedules K-1 <u>received by the partnership.</u>	_____	_____
11. Schedule of built-in gains.	_____	_____
12. List of all entries in prepaid, accrued, and income tax expense accounts, including dates and amounts of all federal, state and local income tax payments and refunds.	_____	_____
13. Schedule of all interest and dividend income, not included on Forms 1099.	_____	_____
14. Schedule of assets acquired or sold during the year including date acquired, date sold, sales or purchase price, including any trade-in allowance. Include Form HUD-1 for real estate transactions. Provide copies of invoices, if applicable.	_____	_____
15. Copy of the inventory uniform capitalization computation.	_____	_____
16. Schedule of charitable contributions (cash and non cash).	_____	_____

Partnership TAX ORGANIZER (1120S)

	<u>DONE</u>	<u>N/A</u>
17. Detail of any lobbying expenses.	_____	_____
18. Schedule of any club dues paid.	_____	_____
19. List of potential non-deductible expenses such as penalties and life insurance premiums. . Provide copies of notices to employees of life insurance policies, if required.	_____	_____
20. Vehicle and mileage data for company-owned passenger vehicles.	_____	_____
21. Information to compute the domestic production activities deduction.	_____	_____
22. List of all entries in miscellaneous income or expense accounts.	_____	_____
23. Detail of meal and entertainment expenses.	_____	_____
24. List of each type of trade or business activity or rental activity, indicating the date started or acquired.	_____	_____
25. List of activities conducted in other states, including gross receipts, inventory, real and personal property, payroll, and rents by state.	_____	_____
26. Can the Internal Revenue Service and state tax authority(ies) discuss questions about this return with the preparer?	_____	_____
27. Does the partnership have any foreign bank or financial accounts? If yes, provide details including the highest balance in each account during the year	_____	_____