PARTNERSHIP/LLC TAX ORGANIZER
FORM 1065

Organization Name ____ Telephone # ____________________________

Address ____ Fax # ____________________________

E-mail Address ____

Tax Period _______________ Federal ID # State ID #

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

DONE N/A

1. Copies of correspondence with tax authorities regarding changes to prior year returns.

2. Details of partner/member ownership changes.

3 For each partner/member, TIN, address, percentage of ownership/profit/loss, general or limited classification and relationship, if any, to other partners. Identify the Tax Matters Partner/Member.

______ ____

4. Copy of most recent operating agreement.

5. Schedule of all payments or distributions to or for partners/members including descriptions, amounts and the accounts to which these amounts have been posted.

6. Schedule of loans to/from partners/members and related parties including interest rates and payment schedules.

7. Schedule of all fringe benefits paid on behalf of partners/members and indicate which benefits have been included in their guaranteed payments.

8. Detailed analysis of entries in prepaid and accrued expense accounts. ______ ____

9. Copies of all federal and state payroll reports filed including Forms W-2/W-3, 940, 941.

10. Copies of Forms 1096/1099, 5500, 1042, 8804, 8805, 5471, 8865, 8858, and 8886 **that have been filed.**

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11. Copies of Forms 1099, 5471, 8865, 8858, 8886 and Schedules K-1 **that have been received.**

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12. Schedule of all interest and dividend income not included on Forms 1099.

13. Schedule and invoice copies of assets acquired and/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.

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DONE N/A

14. Copy of the inventory uniform capitalization computation.

15. Schedule of charitable contributions (cash and non-cash).

16. Details of any lobbying expenses.

17. List of potential non-deductible expenses, such as penalties and life insurance premiums.

18. Schedule of any club dues paid.

19. Vehicle and mileage data for passenger vehicles owned by the partnership/LLC.

20. Information to complete domestic activities production deduction.

21. List details of all entries in miscellaneous income/expense accounts.

22. Detail of meal and entertainment expenses.

23. List each type of trade, business, or rental activity and the date started or acquired. List activities conducted in other states, including gross receipts, property, payroll and rents by state.

24. Can the Internal Revenue Service discuss questions about this return with the preparer?
    Yes ___ No ____

25. Determine if Form TD F 90-22.1 is needed to report foreign bank and financial accounts. Note that this is separate and distinct from any potential filing requirement at 27) below.

26. Determine if Form 8938 is needed to report specified foreign financial assets. New for 2016. § 6038D, enacted as part of the HIRE Act. Notice 2016-55 defers the deadline to report until issuance of Form 8938. Note that this is separate and distinct from any potential filing requirement at 26 above.

COMMENTS OR EXPLANATIONS

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