Partnership Tax Organizer

(See next page for Organizer)



Partnership Tax Organizer

Use a separate organizer for each partnership

Partnership General Information											
Legal name of partnership					EIN# –						
Partnership address											
Tax Matters I	atters Individual Title										
				Phone	()					
Check one:	General Partners	hip 🛛 Limited	Partnership 🛛 🛛	imited 1	Liability Partn	ership (LLP)	·				
Principal bus	iness activity						Date bu	isiness	started	/	/
Principal pro	Principal product or service										
🗆 Yes 🗖 No	Was the primary	purpose of the p	artnership activit	y to rea	lize a profit?						
□ Yes □ No	Has the partners	nip reported any	losses in prior ye	ears?							
	nethod: 🛛 Cash 👘		, ,,								
	Does the partners		calendar year? (If	^c no, wha	t is the fiscal ye	ear?)					
Partnership	Specific Question	ıs									
□ Yes □ No	Is there a written <i>partnership agreen</i>	partnership agre <i>uent.)</i>	eement? (If this is	the first	year of the parts	nership's existen	ce, please prov	vide a c	opy of the wr	itten	
🗆 Yes 🗖 No	Are all partners a	ctively participa	ting in the busine	ess?							
□ Yes □ No	Is any partner in		*		rtnership, a tru	ust, an S corpor	ation, or an e	estate?	2		
□ Yes □ No	Is the partnership	1	1 1								
□ Yes □ No	Did any foreign of indirectly 50% or					organization, in	dividual, or	estate	own directl	y or	
🛾 Yes 🖾 No	Did the partnersh of stock entitled t	nip own directly to vote of any for	20% or more, or o reign or domestic	own dire corpora	ectly or indired tion?	etly, 50% or mor	re of the total	votin	ng power of a	all cla	asses
□ Yes □ No	of stock entitled to vote of any foreign or domestic corporation? Did the partnership have any debt that was cancelled, was forgiven, or had the terms modified so as to reduce principal amount of debt?										
□ Yes □ No											
□ Yes □ No	Was there a distri	ibution of proper	rty or a transfer (b	y sale o	r death) of a p	artnership inte	rest during t	he tax	year?		
□ Yes □ No	Does the partners	ship satisfy the f	ollowing conditio	ns?							
	 The partnership's total receipts for the tax year were less than \$250,000, and The partnership's total assets at the end of the tax year were less than \$1 million. 										
🗆 Yes 🗖 No	Yes INo Did the partnership pay \$600 or more to any individual? If yes, include a copy of Form 1099-MISC for each.										
Principal Partners Ownership Information											
Name		Tax ID number (SSN or EIN)	Address				Ownership percentage				I.S. izen?
*General partner. A general partner is a partner who is personally liable for partnership debts. Limited partner. A limited partner's personal liability for partnership debts is limited to the amount of money or other property contributed or required to contribute to the partnership.											
Partners Other Transactions											
		Health insurance premiums paid			Distributions to partner	Partner loans to the partnershipLoans repaid partnership t			rtner		
All Clients – Additional information and documents required New Clients – Additional information and documents required											
Provide the income/financial statements for the year (per books), Date partnership formed											
balance sheet, depreciation schedule per books, and cash reconciliation of business bank accounts with ending cash balance.											
• If the partne	ership has employe	es or paid indep	endent contractor	s,		pies of the part			and any oth	ner	
provide a co	py of all Forms W	-2, W-3, 940, 941,	1096, 1099-MISC,	and		; organizational pies of deprecia			book. tax. an	d AM	ЛT.
	orms issued to worl		athallC mare 1	<u>_</u>	Provide co	pies of tax retui					
	ers live in a differe business may be s				returns (if a	applicable).					

	Partnership	assets at year end			Partnership debts	and equity at year e	end
Bank account er	nd of year baland	0	\$	Αссоι	ints payable at year end	1 5 5	\$
Accounts receivable at end of year			\$	1	Payables less than one year		\$
Loans to partne	ers		\$	Payables more than one year			\$
Mortgages and	loans held by pa	rtnership	\$	Nonre	ecouse loans		\$
Stocks, bonds, a	and securities	*	\$	Loans	from partners		\$
Other current as	ssets (include list)	\$	1	ers capital accounts		\$
Inventories			\$				
Partnership Ind	come (include al	l Forms 1099-K receive	ed)				
Gross receipts o	or sales		\$	Dividends income (include all 1099-DIV Forms)			\$
Returns and allo	owances		\$()	Capital gain/loss (include all 1099-B Forms)			\$
Interest income	(include all 1099-	-INT Forms)	\$	Other income (loss) (<i>include a statement</i>)			\$
Partnership Co	st of Goods So	d (for manufacturers,	wholesalers, and bu	sinesse	s that make, buy, or sell good	's)	
	eginning of the		\$	1	rials and supplies		\$
Purchases	0	-	\$		itory at the end of the yea	r	\$
Cost of labor			\$				1
Partnership Ex	penses						
Advertising			\$	Mana	gement fees		\$
Bad debts			\$	Office supplies			\$
Bank charges			\$	Organization costs			\$
Business license	es		\$	Pension and profit sharing plans			\$
Commissions and fees			\$	Rent or lease – car, machinery, equipment			\$
Contract labor			\$	Rent or lease – other business property			\$
Employee benefit programs			\$	Repairs and maintenance			\$
Employee health care plans			\$	Taxes – payroll			\$
1 1	and business me	als	\$	Taxes – property			\$
Gifts			\$	Taxes – sales			\$
Guaranteed pay	ments to partne	rs	\$	Taxes – state			\$
Guaranteed payments to partners Insurance (other than health insurance)			\$	Telephone			\$
Interest – mortg			\$	Utilities			\$
Interest – other	, ,		\$	Wages			\$
Internet service			\$	Other expense			\$
	essional services		\$	Other expense			\$
<u> </u>		rm for each vehicle)			*		
Car Expenses (use a separate form for each vehicle) Make/Model					Date car placed in service	e / /	
	Car available for	personal use during	off-duty hours?		1		
Set \square No \square Yes \square No \square No you (or your spouse) have any other				l use?	Did you trade in your car	r this year? 🛛 Yes	□ No
These and the provided spouse in the any other These and the provided spouse interval any other			1,		Cost of trade-in	Trade-in value	
□ Yes □ No Is your evidence written?					\$	\$	
Mileage						ctual Expenses	
Beginning of year odometer					Gas/oil	\$	
End of year odometer					Insurance	\$	
Business mileage					Parking fees/tolls	\$	
Commuting mileage					Registration/fees	\$	
	Other mileage				Repairs		

Generally, you can use either the standard mileage rate or actual expenses to figure the deductible costs of operating your car for business purposes. However, to use the standard mileage rate, it must be used in the first year the car is available for business. In later years, you can then choose between either the standard mileage rate method or actual expenses.

Equipment Purchases – Enter the following information for depreciable assets purchased that have a useful life greater than one year						
Asset	Date purchased	Cost	Date placed in service	New or used?		
		\$				
		\$				
		\$				
		\$				
		\$				
		\$				
		\$				

Equipment Sold or Disposed of During Year					
Asset	Date out of service	Date sold	Selling price/FMV	Trade-in?	
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
Partnership Business Credits (if answered Yes for any of the below, please provide a statement with details)					

🗆 Yes 🗖 No	Did the business pay expenses to make it accessible by individuals with disabilities?				
🗆 Yes 🗖 No	Did the business pay any FICA on employee wages for tips above minimum wage?				
🗆 Yes 🗆 No	Did the business own any residential rental buildings providing qualified low-income housing?				
🗆 Yes 🗆 No	Did the business incur any research and experimental expenditures during the tax year?				
🗆 Yes 🗆 No	Did the business have employer pension plan start-up costs?	Total number of employees			
🗆 Yes 🗖 No	s 🗆 No Did the business pay health insurance premiums for employees? Total number of employees				

Tax Return Preparation

We will prepare the partnership's tax return based on information provided. In the event the return is audited, you will be responsible for verifying the items reported. It is important that you review the return carefully before signing to make sure the information is correct. Unless otherwise stated, the services for preparation of the partnership's return do not include auditing, review, or any other verification or assurance.

Taxpayer Responsibilities

- You agree to provide us all income and deductible expense information. If additional information is received after we begin working on the return, you will contact us immediately to ensure the completed tax returns contain all relevant information.
- You affirm that all expenses or other deduction amounts are accurate and that you have all required supporting written records. In some cases, we will ask to review documentation.
- You must be able to provide written records of all items included on the return if audited by either the IRS or state tax authority. We can provide guidance concerning what evidence is acceptable.
- You must review the return carefully before signing to make sure the information is correct.
- Fees must be paid before the tax return is delivered to you or filed for you. If you terminate this engagement before completion, you agree to pay a fee for work completed. A retainer is required for preparation of late returns.
- You should keep a copy of the tax return and any related tax documents. You may be assessed a fee if you request a copy in the future.

Signatures. By signing below, you acknowledge that you have read, understand, and accept your obligations and responsibilities.

Taxpayer	Date
Privacy Policy	

The nature of our work requires us to collect certain nonpublic information. We collect financial and personal information from applications, worksheets, reporting statements, and other forms, as well as interviews and conversations with our clients and affiliates. We may also review banking and credit card information about our clients in the performance of receipt of payment. Under our policy, all information we obtain about you will be provided by you or obtained with your permission.

Our firm has procedures and policies in place to protect your confidential information. We restrict access to your confidential information to those within our firm who need to know in order to provide you with services. We will not disclose your personal information to a third party without your permission, except where required by law. We maintain physical, electronic, and procedural safeguards in compliance with federal regulations that protect your personal information from unauthorized access.