PARTNERSHIP TAX ORGANIZER (1065)

Tax Period ______________

Federal ID #______________ State ID #________________

Please provide a general ledger, trial balance, depreciation schedules, balance sheet and profit and loss statement. <u>If not available</u>, please provide bank statements, cancelled checks, credit card statements, payroll records and any other supporting schedules. 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 ownership changes.	______	____
3. For each partner, provide ID #, address, percentage of ownership, profit/loss %, and general or limited classification. Identify the Tax Matters Partner.	______	____
4. Schedule of all payments or distributions to or for partners including descriptions, amounts and the accounts to which these amounts have been posted.	______	____
5. Schedule of loans to/from partners and related parties including interest rates and payment schedules.	______	____
6. Schedule of all fringe benefits paid on behalf of partners and indicate which benefits have been included in their guaranteed payments.	______	____
7. Detailed analysis of entries in prepaid and accrued expense accounts.	______	____
8. Forms 1099, 941, 940, 5500, 1042 and W-2 that have been filed.	______	____
9. Schedule of all interest and dividend income.	______	____
10. Schedule of assets acquired and/or sold during the year including date acquired, date sold, sales or purchase price, including any trade-in allowance.	______	____
11. Copy of the inventory uniform capitalization computation.	______	____
12. Schedule of contributions.	______	____
13. Details of any lobbying expenses.	______	____
14. Schedule of expenses such as penalties and life insurance premiums.	______	____
15 Schedule of any club dues paid.	______	____
16. Vehicle and mileage data for partnership owned passenger vehicles.	______	____
17. Details of miscellaneous expenses.	______	____
18. Details of total of meal and entertainment expenses in excess of $200.00	______	____
19. List each type of trade or business activity or rental activity and indicate the date started or acquired.	______	____
20. List of states in which activities are conducted.	______	____

PARTNERSHIP TAX ORGANIZER (1065)

ORGANIZATION NAME ____

ADDRESS ____

____

TELEPHONE # ____

FAX # ____

E-MAIL ADDRESS ____

TAX YEAR ENDING ____

FEDERAL ID # ____

STATE ID # ____

Enclosed is an organizer that I (we) provide to our tax clients to assist in gathering the information necessary to prepare the current year tax returns.

The Internal Revenue Service matches information returns with amounts reported on income tax returns. A negligence penalty may be assessed where income is unreported. Accordingly, all Forms 1099, Schedules K-1 and other information returns reflecting amounts reported to the Internal Revenue Service should be submitted with this organizer.

For your convenience, there is an engagement letter enclosed which explains the services that I (we) will provide to the corporation. Please sign a copy of the engagement letter and return it in the enclosed envelope. Keep the other copy for your records.

Your 2011 PARTNERSHIP income tax returns are due on APRIL 15, 2012. In order to meet this filing deadline, your completed tax organizer needs to be received no later than MARCH 15, 2012. Any information received after this date may require an extension of time be filed for this return.

If an extension of time is required, any tax that may be due must be paid with the extension. Any taxes not paid by the filing deadline may be subject to late payment penalties and interest when those taxes are actually paid.

I (we) look forward to providing services to you. Should you have any questions regarding any items, please do not hesitate to contact me (us).