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PARTNERSHIP/LLC TAX ORGANIZER
FORM 1065
(SHORT VERSION)

Organization Name _____	Tax Period _____
Address _____	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:

	<u>DONE</u>	<u>N/A</u>
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, and general or limited classification. 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 <u>filed</u> .	_____	_____
11. Copies of Forms 1099, 5471, 8865, 8858, 8886 and Schedules K-1 that have been <u>received</u> .	_____	_____
12. Schedule of all interest and dividend income not included on Forms 1099.	_____	_____

- 13. Schedule 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. _____ _____
- 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 (Jan.–Jun. and Jul.–Dec.) 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 or business activity or rental activity and indicate the date started or acquired. _____ _____
- 24. List activities conducted in other states, including gross receipts, property, payroll and rents by state. _____ _____
- 25. Can the Internal Revenue Service discuss questions about this return with the preparer?
 Yes ___ No ____

COMMENTS OR EXPLANATIONS
