

**PARTNERSHIP/LLC TAX ORGANIZER**  
**FORM 1065**  
**(SHORT VERSION)**

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:**

	<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 <b><u>that have been filed.</u></b>	_____	_____
11. Copies of Forms 1099, 5471, 8865, 8858, 8886 and Schedules K-1 <b><u>that have been received.</u></b>	_____	_____
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.	_____	_____
14. Copy of the inventory uniform capitalization computation.	_____	_____

DONE      N/A

- 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. \_\_\_\_\_
- 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

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