

Chris A. Peterman
Certified Public Accountant
A Professional Corporation

PARTNERSHIP TAX ORGANIZER
FORM 1065

Enclosed is an organizer provided to you in order to assist in the gathering of information necessary to prepare your partnership income tax return(s).

The Internal Revenue Service matches information returns with amounts reported on income tax returns. A negligence penalty may be assessed where dividends, interest and security sales are underreported. 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.

To continue providing quality services on a timely basis, you are urged to collect your information as soon as possible. If information from “pass-through” entities such as partnerships, trusts, and S corporations is the only data you are missing, please send the data you have assembled and forward the missing information as soon as it is available.

The filing deadline for your Partnership Tax Return is April 15th.

In order to meet this filing deadline your completed tax organizer and tax data needs to be received no later than the 2nd week of March. Any information received after that date may require that an extension of time be filed for this return.

If an extension of time to file is required, any tax that may result with this return or from the reporting of items from this return must be paid with that extension. Any taxes not paid by the filing deadline are subject to late payment penalties and interest when those taxes are actually paid.

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

PARTNERSHIP TAX ORGANIZER
FORM 1065

Index

Section 1 – First Year Clients : pages 2,3

Section 2 – All Clients : pages 4-12

Section 1 - First Year Clients

Please provide all information in this Section.

Partnership Name _____	Tax Period _____
Address _____	Federal ID # _____
_____	State ID # _____
_____	Contact _____
_____	Phone # _____

YES NO N/A

100) GENERAL INFORMATION

101) Please provide copies of the following:

- | | | | |
|---|-----|-----|-----|
| • Tax returns for the prior three years | ___ | ___ | ___ |
| • Depreciation schedules | ___ | ___ | ___ |
| • Partnership agreement | ___ | ___ | ___ |
| • Partner buy/sell agreement | ___ | ___ | ___ |
| • Partner basis carryforward schedule | ___ | ___ | ___ |
| • If the partnership elected a fiscal year end, provide a schedule of section 444 tax deposits and Form 8716. | ___ | ___ | ___ |
| • Section 704(b) capital account reconciliation | ___ | ___ | ___ |
| • Changes in partner's ownership interest after 10/22/86. | ___ | ___ | ___ |

102) First year partnerships:

Number of: general partners _____ limited partners _____

Provide the following information for all partners:

- | | | | |
|--|-----|-----|-----|
| • Name | ___ | ___ | ___ |
| • Address | ___ | ___ | ___ |
| • Social Security/Taxpayer Identification Number | ___ | ___ | ___ |
| • General partner or limited partner | ___ | ___ | ___ |
| • Type of entity | ___ | ___ | ___ |
| • Domestic or foreign | ___ | ___ | ___ |
| • Profit sharing percentage | ___ | ___ | ___ |
| • Loss sharing percentage | ___ | ___ | ___ |
| • Percentage ownership | ___ | ___ | ___ |

- 103) Which general partner or LLC member should be designated as the Tax Matters Partner: _____
- 104) Describe the principal business activity of the partnership: _____

- 105) Does the partnership engage in more than one trade or business activity? _____
 > If yes, provide a list and note those started or acquired after 10/22/86.
- 106) Does the partnership engage in any rental real estate activity? _____
 > If yes, provide a list and note those started or acquired after 10/22/86.
- 107) Indicate method of accounting for tax purposes:
 ___ Cash ___ Accrual ___ Other (Describe) _____
- 108) List the names and telephone numbers of the partnership's advisors: _____

	Name & Address	Telephone #	Fax #	E-Mail Address
Attorney				
Banker				
Insurance				
Broker				

PARTNERSHIP TAX ORGANIZER
FORM 1065

Section 2 - All Clients

YES NO N/A

- 109) Our firm uses the QuickBooks and Quicken series of accounting software programs from Intuit.
- **If your company uses either of these programs**, provide a copy or a backup of your company's file and omit Section 400 in this organizer requesting Accounting Information. _____
 - **If your company does not use these programs**, review Section 400 in this organizer requesting Accounting Information and prepare that information. _____
- 110) Provide copies of December reconciliations for all bank accounts, accounts receivable, accounts payable and copies of Forms 941, 940 or 940EZ, State Unemployment, W-2(s) and W-3,1099(s) and 1096, and 5500 that have been filed. _____
- 111) Provide copies of other items highlighted on the Section 500 Year End Accounting Checklist. _____
- 112) Is the partnership a partner in another partnership?
> If yes, provide a copy of the other partnership tax return(s). _____
- 113) Should the address shown on the current year return be different from last year?
> If so, what address should be shown on the return?

_____ _____
- 114) How many additional copies of the return do you need? _____ _____
- 115) Is this a final return? _____
- 116) Has the partnership been notified of any changes to previous returns by any taxing authority?
> If yes, provide copies of all correspondence. _____
- 117) Have there been any amendments to the partnership agreement?
> If yes, provide copies of amendments since the last year. _____
- 118) Has there been a change in ownership since last year?
> If yes, provide the following:
.1) Date(s) of Transfer:
- | | | |
|-------------------|-------------------|-------------------|
| ____/____/____ | ____/____/____ | ____/____/____ |
| Type of Transfer | Type of Transfer | Type of Transfer |
| __ a) sale | __ a) sale | __ a) sale |
| __ b) gift | __ b) gift | __ b) gift |
| __ c) inheritance | __ c) inheritance | __ c) inheritance |

- .2) Sale price or fair market value of partnership interest transferred.
(Include FMV from estate return if transfer is due to death)
 - .3) Copy of Form 8308, if applicable.
- 119) Regarding the principal business activity of the partnership:
- .1) Did the partnership acquire or dispose of a business or business segment during this tax year? _____
 - > If yes, attach a copy of the contract or agreement.
 - .2) Did the partnership engage in any new activities during this tax year? _____
 - > If yes, attach a description of the new business.
 - .3) Did the partnership discontinue operations for this year? _____
- 120) Does the partnership have any of the following employee benefit plans? _____
- If yes, are we to prepare the Form 5500 series tax return(s)? _____
- Are we to compute the contribution(s)? _____
- * If yes to any of the below, provide copy of plan document.
- .1) Qualified retirement plan(s)? _____
 - .2) SEP, SIMPLE, SARSEP, 401K plan? _____
 - .3) Cafeteria plan? _____
 - .4) Non-qualified retirement plan(s)? _____
 - If yes, has the "one time only" filing with the Department of Labor been done? _____
 - .5) Other benefit plans not described above? _____
- 121) Did the partnership have loans with partners and/or other related parties during the tax year? _____
> If yes, attach a schedule indicating the amount of the loan, date of transaction, interest rate and payments. Also, attach a copy of the note if not previously provided.
- 122) Does the partnership provide fringe/welfare benefits to employees or partners? _____
If yes, describe the benefits provided and indicate which accounts have been charged:
- Benefit _____ Account _____
- Benefit _____ Account _____
- Benefit _____ Account _____
- Benefit _____ Account _____
- 123) Did the partnership include taxable fringe/welfare benefits such as health insurance, group life insurance, educational assistance, expense allowances and personal use of company vehicles as compensation in employee's Forms W-2 and, if applicable, subject such amounts to payroll taxes? _____

- 124) Was there a distribution of property during this tax year? _____
 > If marketable securities were distributed, provide the date of distribution and fair market value at distribution dates(s).
- 125) Has the partnership ever elected to “step up” the basis of any assets in connection with the death of a partner or a change in ownership? (754 election) _____
- 126) Did the partnership, at any time during the tax year, have an interest in a foreign bank account? _____
- 127) Was the partnership the grantor of, or transferor to, a foreign trust during the tax year? _____
- 128) Does the partnership do business in more than one state? _____
 > If yes, list the states, and,
 .1) Provide copies of supporting schedules reflecting the three factor (property, payroll, sales) multi-state apportionment formula. _____
 .2) Provide a schedule showing any amounts for which there are known timing or treatment differences between federal and applicable state reporting. _____

200) INCOME

- 201) Were there any sales or exchanges during the year between the partnership and a partner? _____
 >If yes, provide a detailed listing.
- 202) Did the partnership receive interest income from the following sources? _____
 > If yes, please indicate.
 ___ U.S. agencies
 ___ U.S. government
 ___ Tax exempt-out of state
 ___ Tax exempt-in state
 ___ Tax exempt-private activity
- 203) Did the partnership own any mutual funds? _____
 > If yes, provide year-end Form 1099.
- 204) Did the partnership acquire any “Qualified Small Business Stock?” _____
 > If yes, provide details.
- 205) Did the partnership own any securities that became worthless during the year? _____
 > If yes, provide details.
- 206) Did the partnership sell any stocks, bonds or securities during the year? _____
 > If yes, complete a schedule like the following for all sales of securities, or, provide a copy of the “Realized Gain and Loss - Detail” from the broker.

Description of Securities Sold	Dates Acquired	Cost or Basis Plus Selling Expenses	(Trade Date) Date Sold	Total Sales Price

- 207) During the tax year, did the partnership sell or dispose of any assets used in the business? _____
- > If yes, provide a schedule listing: _____
- Description of asset sold
 - Date sold
 - Sales price
 - Selling expenses
 - Date acquired
 - Original cost or basis
- 208) Did the partnership have any sales during the year that qualify for the installment method of reporting? _____
- > If yes, provide a copy of the agreement, the principal and interest received, and the beginning of year and end of year contract balances. _____
- 209) Did the partnership engage in any bartering activity during the year? _____
- > If yes, provide a schedule of all such activities. _____

300) DEDUCTIONS

- 301) Were there any payments to partners during the year for services or for the use of capital determined without regard to income? _____
- > If yes, provide the details below:

Partner	Description	Amount

- 302) Do the Uniform Capitalization Rules under § 263A related to items such as inventory and construction apply? _____
- > If yes, provide copies of all schedules reflecting the calculation of the amount of general and administrative expenses required to be capitalized in ending inventory or associated with self-constructed assets. _____
- 303) Did the partnership make political contributions during the tax year? _____
- > If yes, to which account(s) were the contributions posted? _____
- _____
- 304) Did you incur any expenses to influence legislation (lobbying)? _____
- > If yes, to which account(s) were the contributions posted? _____
- _____
- 305) Did the partnership make charitable contributions during the tax year? _____
- > If yes, to which account(s) were the contributions posted? _____
- _____
- *NOTE* You need to have written acknowledgment from the charity to which individual donations of \$250 or more were made during the year. _____

306) Did the partnership pay life insurance premiums (other than group term life) for any partner(s)? _____

> If yes, provide the following for each policy:

- Face amount
- Insured
- Policy owner
- Beneficiary
- Type of policy
- Premium paid
- Cash surrender value at year end
- Loan balance at year end
- Interest paid on policy loan

To which general ledger accounts have the payments been posted?

307) Did the partnership pay any penalties/fines during the tax year? _____

> If yes, list amount(s) and indicate the reason for the penalty/fine.

Description	Amount

308) Did the partnership acquire any assets during the tax year? _____
 > If yes, provide a copy of the purchase invoice. Include any trade-in information.

309) Did any partners contribute any assets to the partnership during the year? _____
 > If yes, provide a schedule of such assets received including date placed in service and partner's basis in such assets and fair market value of such asset.

310) Does the partnership wish to use accelerated depreciation methods? _____

Does the partnership wish to use first year § 179 depreciation? _____

311) Does the partnership own or lease any vehicles? _____

> If yes, provide the following information for each vehicle:

- Vehicle description
- Date placed in service
- Business miles
- Commuting miles
- Other personal miles
- Total miles
- Average daily round trip commuting distance

.1) Does the partnership have evidence to support the claimed business use? _____
 If yes, is the evidence written?

.2) Were the vehicles available for personal use during off-duty hours? _____

.3) Were the vehicles used primarily by a more than 5% owner or related person? _____

- 4) Is another vehicle available for personal use? _____
- .5) Provide a copy of the lease for any leased vehicles. If not available, provide the following: _____
- Date of lease
 - Fair market value at inception
 - Term of lease
 - Lease payments

312) Regarding partnership policy for vehicles:

- .1) Does the partnership maintain a written policy statement that prohibits all personal use of vehicles, including commuting, by employees? _____
- .2) Does the partnership maintain a written policy statement that prohibits personal use of vehicles, excluding commuting, by employees? _____
- .3) Does the partnership treat all use of vehicles by employees as personal use? _____
- .4) Does the partnership provide more than five vehicles to employees and retain the information received from employees concerning the use of vehicles? _____
- .5) Does the partnership require or maintain copies of vehicle logs? _____

313) Are computers, cellular phones or other property used for personal purposes? _____
 > If yes, complete the following:

Description	Date Placed in Service	Business Use %	Cost or Basis

- .1) Does the partnership have evidence to support the business use claimed? _____
- .2) If yes, is the evidence written? _____

314) Did the partnership have any meal or entertainment expenses? _____
 > If yes, which account(s) were these items posted to?

315) Did the partnership pay any social or entertainment club dues? _____
 > If yes, which account(s) were these items posted to?

- 316) Will all compensation related accruals (including vacation pay) be paid within 2½ months of year-end? _____
 > If no, provide details of unpaid amounts.
- 317) Were there any accruals of interest, compensation or other expenses to partners at year-end? _____
 > If yes, provide detail.
- 318) Provide copies of certification for members of target groups and associated wages paid that qualify for the Work Opportunities Credit. _____
- 319) Provide the following information for all items of interest expense: _____

Payee	Purpose Of Loan	Recourse/ Non-Recourse	Year End Principal Balance	Interest Expense

400) ACCOUNTING INFORMATION

- 401) Provide copy of Balance Sheet, Income Statement, and Cash Flow Statement. _____
- 402) Provide copy of Trial Balance and year-to-date General Ledger. _____
- 403) Did the partnership establish any new general ledger accounts during the tax year? > _____
 If yes, attach a list with a brief explanation of each new account.

500) YEAR-END ACCOUNTING CHECKLIST

	Refer:	Notes, Comments	Done by, date
PR			
Payroll YTD by QTR by Employee	_____	_____	____, _____
Forms 941 & TWC quarterly tax returns	_____	_____	____, _____
Forms 940, 940EZ tax returns	_____	_____	____, _____
Forms W/3 & W/2's	_____	_____	____, _____
AR			
Annual Recurring/Reversing Invoices	_____	_____	____, _____
Reconciliation of AR detail to GL	_____	_____	____, _____
Year-end aged AR, summary / detail	_____	_____	____, _____
Customer 1099 Information	_____	_____	____, _____
Confirmations	_____	_____	____, _____
AP			
Annual Recurring/Reversing Invoices	_____	_____	____, _____
Reconciliation of AP detail to GL	_____	_____	____, _____
Year-end aged AP, summary / detail	_____	_____	____, _____
Vendor 1099 Information	_____	_____	____, _____
Form 1096 and 1099's	_____	_____	____, _____
Confirmations	_____	_____	____, _____
IC			
Reconcile PO's to AP to Receivers	_____	_____	____, _____
Year-end Inventory, summary / detail	_____	_____	____, _____
Physical Inventory, I/O consignment	_____	_____	____, _____
Reconciliation of PI detail to GL	_____	_____	____, _____
Confirmations	_____	_____	____, _____
JC			
WIP Report for all jobs	_____	_____	____, _____
Reconciliation of WIP detail to GL	_____	_____	____, _____
YTD Charges and Billings Report	_____	_____	____, _____
Completed Contract, % Completion	_____	_____	____, _____
OE			
Quote and SO status report	_____	_____	____, _____
Inventory Detail Report	_____	_____	____, _____
Reconcile Quotes to SO's to AR	_____	_____	____, _____
GL			
Financial Statements: BS, IS, CF	_____	_____	____, _____
Trial Balance, summary / detail	_____	_____	____, _____
YTD detail GL print out for all GL Accts	_____	_____	____, _____
Bank Reconciliation(s) – December	_____	_____	____, _____
Bank Confirmation(s)	_____	_____	____, _____
YTD asset purchase/disposition	_____	_____	____, _____
Loan amortization schedule(s)	_____	_____	____, _____
Lease/rental contracts	_____	_____	____, _____
Insurance policies	_____	_____	____, _____
YTD investment purchase/disposition	_____	_____	____, _____
YTD owner/SH loans and repayments	_____	_____	____, _____

