SAUNDERS, WANGSGARD & ASSOCIATES
certified public accountants

PARTNERSHIP/LLC TAX ORGANIZER
FORM 1065
(SHORT VERSION)

We have attached an income tax data organizer that will assist you in gathering the information necessary to prepare tax returns for the current year.

The Internal Revenue Service matches information returns with amounts reported on income tax returns. A negligence penalty may be assessed where income is 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.

The filing deadline for your partnership (Form 1065) tax return is March 15, 2019. Your completed tax organizer needs to be received no later than March 8, 2019. Any information received after that date may require an extension of time to file.

If an automatic 6-month extension of time is required, any non-resident withholding tax due with this return must be paid with that extension. Any taxes not paid by the filing deadline may be subject to late payment penalties and interest.

We look forward to meeting with you and providing these services for you. Should you have questions, please do not hesitate to contact us.

Sincerely,

SAUNDERS, WANGSGARD & ASSOCIATES, PC

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. If you have not prepared financial statements, please use the worksheets at the end this organizer. In addition, provide the following information:

DONE

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, general or limited classification and relationship, if any, to other partners. Identify the Tax Representative Partner/Member.

4. Copy of most recent operating agreement and any amendments.

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 filed.**

    ***If you are required to submit Form 1099 to independent contractors, sole proprietors, or partnerships providing services to your business, BUT HAVE NOT, please provide us with the name, address, and taxpayer identification number of the recipient and we will prepare Form 1099 on your behalf.**

11. Copies of Forms 1099, 5471, 8865, 8858, 8886 and Schedules K-1 **that have been received**.

12. Schedule of all interest and dividend income not included on Forms 1099.

DONE

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 (IRC Section 263A).

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 compute the qualified business income deduction.

    PLEASE INDICATE IF YOUR BUSINESS IS INVOLVED IN ANY OF THESE SERVICES: (Health; law; accounting; actuarial science; performing arts; consulting; athletics; financial services; brokerage services (including investing and investment management); trading, or dealing in securities, partnership interests, or commodities; and any trade or business where the principal asset of such trade or business is the reputation or skill of one or more of its employees or owners.

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?

26. Determine if Form TD F 90-22.1 is needed to report foreign bank and financial accounts. Note that this is separate and distinct from any potential filing requirement at 27) below.

27. Determine if Form 8938 is needed to report specified foreign financial assets. New for 2011. § 6038D, enacted as part of the HIRE Act. Notice 2011-55 defers the deadline to report until issuance of Form 8938. Note that this is separate and distinct from any potential filing requirement at 26 above.

COMMENTS OR EXPLANATIONS

Income Statement

Revenue	**Year to Date Amount**
Gross sales	
Less sales returns and allowances	
Net sales	
Cost of Sales	**Year to Date Amount**
Beginning inventory	
Plus goods purchased/manufactured	
Total goods available	
Less ending inventory	
Total cost of goods sold	
Gross profit (loss)	
Operating Expenses	**Year to Date Amount**
Selling	
Salaries and wages	
Commissions	
Advertising	
Depreciation	
Total selling expenses	
General/Administrative	
Bank Charges	
Auto and truck expenses	
Cleaning and laundry	
Depreciation and amortization	
Dues and subscriptions	
Employee benefits	
Equipment maintenance and repair	
Fines and penalties	
Fuel, oil and gas	
Furniture and equipment	
Insurance	

PARTNERSHIP/LLC TAX ORGANIZER
FORM 1065
(SHORT VERSION)

Interest	
Legal and professional fees	
Licenses and permits	
Meals & Entertainment	
Office supplies	
Outside services	
Payroll taxes	
Postage and delivery	
Rent - quipment rental	
Rent - real property	
Salaries and wages (Officer Compensation $________________)	
Supplies	
Telephone	
Travel	
Utilities	
Total General/Administrative expenses	
Total operating expenses	
Net Income (Loss)	

If you are confident that all information has been inputed completely and accurately, then follow the below steps to submit your information to your tax team at Saunders and Wangsgard:

1. Review this document one more time for completeness and accuracy.
2. Collect digital versions of all applicable tax source documentation. If you have questions about what you will need, consult the list on the first page of this organizer, the prompts throughout the form, or give us a call and we will be glad to help.
3. Click the below button and follow the promts to automatically attach this tax organizer to an email.
4. Attach your other tax forms to the same email and click send. Done!

Submit Organizer