SAUNDERS NYDEGGER
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 16, 2020.** Your completed tax organizer needs to be received no later than March 6, 2020. Any information received after that date may require an extension of time to file.

**If an automatic 5-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 NYDEGGER, 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 | N/A |
|---|---|---|---|
| 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 **<u>that have been filed.</u>** | ______ | ____ |
| | **<u>*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.</u>** | | |
| 11. | Copies of Forms 1099, 5471, 8865, 8858, 8886 and Schedules K-1 **<u>that have been received</u>.** | ______ | ____ |
| 12. | Schedule of all interest and dividend income not included on Forms 1099. | ______ | ____ |

DONE N/A

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. ______ ____

21. **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.** ☐

22. Schedule of research and development costs. ______ ____

23. List details of all entries in miscellaneous income/expense accounts. ______ ____

24. Detail of meal and entertainment expenses. ______ ____

25. List each type of trade, business, or rental activity and the date started or acquired. ______ ____

26. List activities conducted in other states, including gross receipts, property, payroll and rents by state. ______ ____

27. Can the Internal Revenue Service discuss questions about this return with the preparer?
    Yes ___ No ____

28. 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. ______ ____

29. 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

______________________________________________________________________________

______________________________________________________________________________

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

# 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 - equipment rental | |
| Rent - real property | |
| Salaries and wages (Officer Compensation $_________________) | |
| Supplies | |
| Telephone | |
| Travel | |
| Utilities | |
| Total General/Administrative expenses | |
| Total operating expenses | |
| **Net Income (Loss)** | |