Ingenious CFO
Simplifying a regulated world

PARTNERSHIP/LLC TAX ORGANIZER
FORM 1065

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:

		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 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 filed.**	______	____
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.	______	____

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. ______ ____

	DONE	N/A
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 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 ____		
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

____

____

____

____

____