## Partnership Tax Organizer

(See next page for Organizer)

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**Partnership Tax Organizer** *Use a separate organizer for each partnership* **Partnership General Information** Legal name of partnership **EIN** Partnership address Partnership Representative Title Email Phone ( Check one: General Partnership Limited Partnership ☐ Limited Liability Partnership (LLP) Principal business activity Date business started Principal product or service ☐ Yes ☐ No Was the primary purpose of the partnership activity to realize a profit? ☐ Yes ☐ No | Has the partnership reported any losses in prior years? Accounting method: □ Cash □ Accrual □ Other (specify) ☐ Yes ☐ No ☐ Does the partnership file under a calendar year? (If no, what is the fiscal year?) **Partnership Specific Questions** ☐ Yes ☐ No Is there a written partnership agreement? (If this is the first year of the partnership's existence, please provide a copy of the written partnership agreement.) ☐ Yes ☐ No Are all partners actively participating in the business? ☐ Yes ☐ No Is any partner in the partnership a disregarded entity, a partnership, a trust, an S corporation, or an estate? ☐ Yes ☐ No Is the partnership a partner in another partnership? ☐ Yes ☐ No Did any foreign or domestic corporation, partnership, trust, tax-exempt organization, individual, or estate own directly or indirectly 50% or more of the profit, loss, or capital of the partnership? ☐ Yes ☐ No Did the partnership own directly 20% or more, or own directly or indirectly, 50% or more of the total voting power of all classes of stock entitled to vote of any foreign or domestic corporation? ☐ Yes ☐ No Did the partnership have any debt that was cancelled, was forgiven, or had the terms modified so as to reduce principal amount ☐ Yes ☐ No At any time during the year, did the partnership have an interest in, or signature authority over a financial account in a foreign country? ☐ Yes ☐ No Was there a distribution of property or a transfer (by sale or death) of a partnership interest during the tax year? ☐ Yes ☐ No Does the partnership satisfy the following conditions? • The partnership's total receipts for the tax year were less than \$250,000, and • The partnership's total assets at the end of the tax year were less than \$1 million. Did the partnership pay \$600 or more of nonemployee compensation to any individual? ☐ Yes ☐ No If yes, include a copy of Form 1099-MISC for each. **Principal Partners Ownership Information** U.S. Tax ID number Ownership General or Name (SSN or EIN) Address limited partner\* citizen? percentage \*General partner. A general partner is a partner who is personally liable for partnership debts. Limited partner. A limited partner's personal liability for partnership debts is limited to the amount of money or other property contributed or required to contribute to the partnership. **Partners Other Transactions** Guaranteed Health insurance Capital contributions Distributions Partner loans to Loans repaid by Partner name payments premiums paid from partner to partner the partnership partnership to partner All Clients - Additional information and documents required New Clients – Additional information and documents required • Provide the income/financial statements for the year (per books), Date partnership formed balance sheet, depreciation schedule per books, and cash reconciliation State partnership formed in of business bank accounts with ending cash balance. • Provide copies of the partnership agreement and any other • If the partnership has employees or paid independent contractors, supporting organizational documents. provide a copy of all Forms W-2, W-3, 940, 941, 1096, 1099-MISC, and • Provide copies of depreciation schedules for book, tax, and AMT. any other forms issued to workers. • Provide copies of tax returns for last two years, including state • If any partners live in a different state or outside the U.S., provide returns (if applicable). details. The business may be subject to withholding requirements.

Partnership	Balance Sheet							
Partnership assets at year end				Partnership debts and equity at year end				d
Bank account end of year balance			\$	Accounts	ints payable at year end			\$
Accounts receivable at end of year		\$	Payables	bles less than one year			\$	
Loans to partners		\$	Payables	more th	nan one year		\$	
Mortgages and loans held by partnership		\$	Nonreco	Nonrecouse loans			\$	
Stocks, bonds, and securities		\$	Loans fro	Loans from partners			\$	
Other current	assets (include list	)	\$	Partners	capital a	accounts		\$
Inventories			\$					
Partnership	ncome (include al	l Forms 1099-K receive	d)					
Gross receipts or sales			\$	Dividend	idends income (include all 1099-DIV Forms)			\$
Returns and a	illowances		\$( )	Capital g	oital gain/loss (include all 1099-B Forms)			\$
Interest incon	ne (include all 1099-	-INT Forms)	\$	Other inc	Other income (loss) (include a statement)			\$
Partnership	Cost of Goods So	d (for manufacturers,	wholesalers, and bu	sinesses th	hat make,	, buy, or sell goods)	1	
Inventory at	beginning of the	year	\$	Material	ls and s	upplies		\$
Purchases	0 0		\$	<del> </del>		e end of the year		\$
Cost of labor			\$			, , , , , , , , , , , , , , , , , , ,		
Partnership								
Advertising			\$	Managen	ment fee	S		\$
Bad debts			\$		Meals – business			\$
Bank charges			\$	Office sur		<u>'</u>		\$
Business licenses		\$		Organization costs			\$	
Commissions and fees			\$		Pension and profit sharing plans			\$
Contract labor		\$	Rent or lease – car, machinery, equipment			ipment	\$	
Employee benefit programs		\$	Rent or lease – other business property			\$		
Employee health care plans		\$	Repairs and maintenance			\$		
*Entertainment		\$	Taxes – payroll			\$		
Gifts		\$	Taxes – property \$					
Guaranteed payments to partners		\$	Taxes – sales			\$		
Insurance (other than health insurance)		\$	Taxes – state \$					
Interest – mortgage		\$	Telephon	Telephone \$				
Interest – mortgage  Interest – other			\$	Utilities	*			
Internet service			\$		Wages \$			
Legal and professional services		\$	0			\$		
*Entertainment is no longer deductible for taxes.								
Car Expense	S (use a separate fo	rm for each vehicle)						
Make/Model	- <b>,</b>			D	Date car	placed in service	/ /	
☐ Yes ☐ No	Car available for	personal use during	off-duty hours?					
☐ Yes ☐ No		spouse) have any other cars for personal use?			Did you trade in your car this year? ☐ Yes ☐			No
☐ Yes ☐ No	Do you have evice	• •			Cost of trade-in		Trade-in value	
☐ Yes ☐ No Is your evidence written?			\$		\$			
Mileage					ıal Expenses			
Beginning of year odometer			Gas/oil		\$			
End of year odometer			Insurance		\$			
Business mileage						\$		
Commuting mileage						\$		
Other mileage				Repairs \$				
Generally, you can use either the standard mileage rate or actual expenses to figure the deductible costs of operating your car for business pur-								
		dard mileage rate, it						
		ard mileage rate met						
<b>Equipment P</b>	urchases – <i>Enter</i> t	the following informati	on for depreciable a	ssets purch	hased tha	at have a useful life	greater than one ye	ar
Asset				Date purc	chased	Cost	Date placed in ser	vice New or used?

Equipment Furchases — Enter the following information for depreciable assets purchased that have a useful the greater than one year					
Asset	Date purchased	Cost	Date placed in service	New or used?	
		\$			
		\$			
		\$			
		\$			
		\$			
		\$			

Equipment Sold or Disposed of During Year					
Asset		Date out of service	Date sold	Selling price/FMV	Trade-in?
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
Partnership Business Credits (if answered Yes for any of the below, please provide a statement with details)					
☐ Yes ☐ No	Did the business pay expenses to make it accessible by individuals with disabilities?				
☐ Yes ☐ No	Did the business pay any FICA on employee wages for tips above minimum wage?				
☐ Yes ☐ No	Did the business own any residential rental buildings providing qualified low-income housing?				
☐ Yes ☐ No	Did the business incur any research and experimental expenditures during the tax year?				
☐ Yes ☐ No	Did the business have employer pension plan start-up co	Total number of employees			
☐ Yes ☐ No	Did the business pay health insurance premiums for em	Total number of employees			

## **Tax Return Preparation**

We will prepare the partnership's tax return based on information provided. In the event the return is audited, you will be responsible for verifying the items reported. It is important that you review the return carefully before signing to make sure the information is correct. Unless otherwise stated, the services for preparation of the partnership's return do not include auditing, review, or any other verification or assurance.

## **Taxpayer Responsibilities**

- You agree to provide us all income and deductible expense information. If additional information is received after we begin working on the return, you will contact us immediately to ensure the completed tax returns contain all relevant information.
- You affirm that all expenses or other deduction amounts are accurate and that you have all required supporting written records. In some cases, we will ask to review documentation.
- You must be able to provide written records of all items included on the return if audited by either the IRS or state tax authority. We can provide guidance concerning what evidence is acceptable.
- You must review the return carefully before signing to make sure the information is correct.
- Fees must be paid before the tax return is delivered to you or filed for you. If you terminate this engagement before completion, you agree to pay a fee for work completed. A retainer is required for preparation of late returns.
- You should keep a copy of the tax return and any related tax documents. You may be assessed a fee if you request a copy in the future.

Signatures. By signing below, you acknowledge that you have read, understand, and accept your obligations and responsibilities.

Taxpayer	Title	Date

## **Privacy Policy**

The nature of our work requires us to collect certain nonpublic information. We collect financial and personal information from applications, worksheets, reporting statements, and other forms, as well as interviews and conversations with our clients and affiliates. We may also review banking and credit card information about our clients in the performance of receipt of payment. Under our policy, all information we obtain about you will be provided by you or obtained with your permission.

Our firm has procedures and policies in place to protect your confidential information. We restrict access to your confidential information to those within our firm who need to know in order to provide you with services. We will not disclose your personal information to a third party without your permission, except where required by law. We maintain physical, electronic, and procedural safeguards in compliance with federal regulations that protect your personal information from unauthorized access.