

Updegrave, McDaniel, McMullen & Chiccehitto, PLC
2020 PARTNERSHIP TAX ORGANIZER (FORM 1065)

Corporation Name _____

Address _____

Email Address _____

Name and SSN of Partnership Representative: _____

Please provide the following information:

- | | Done | N/A |
|--|------|-----|
| 1. Balance sheet, profit and loss statement, and detailed general ledger of all income/expense accounts OR a QuickBooks file (preferred) with a cut-off date of 1/1/21. If you would like to import the adjusting journal entries we make to complete your tax return, please send us an accountant's copy. If you have questions about this, please contact us. | | |
| 2. Fixed assets account details and schedule of assets acquired and/or sold, including date acquired or sold and sales or purchase price. | | |
| 3. Copies of correspondence with tax authorities regarding changes to prior year returns. | | |
| 4. Copy of partnership agreement. | | |
| 5. For each partner, provide SSN, address, percentage of ownership, profit/loss percentage, and general or limited classification. Also provide detail of partnership ownership changes, if any. | | |
| 6. Provide detail of all partner draws and guaranteed payments. Guaranteed payments have to be broken out between those for capital and those for services; provide breakout if applicable. | | |
| 7. Did you offer health insurance coverage to all of your full time employees? | | |
| 8. Did you reimburse health insurance costs to your employees or partners? | | |
| 9. Schedule of loans to/from partners and related parties, including interest rates and payment schedules. | | |
| 10. Schedule of all fringe benefits paid on behalf of partners and indicate which benefits have been included in their guaranteed payments. | | |
| 11. Copies of Forms 1094, 1095, 1096, 1099, 941, 940, 5500, 1042, W-2s and W-3s that have been filed. Please make sure you have mailed all the necessary 1099's to the recipients by the filing deadline of January 31, 2021. | | |
| 12. List of nondeductible expenses, i.e. penalties, meals and entertainment (if not easily identifiable in your QuickBooks or other general ledger format). | | |
| 13. Vehicle and mileage data, by vehicle, for partnership-owned passenger vehicles. | | |
| 14. List each type of trade, business activity or rental activity, and indicate the date started or acquired. | | |
| 15. List of states where business is conducted. | | |
| 16. Did you make any state tax payments on behalf of nonresident shareholders in 2021? If so, please provide amounts. | | |
| 17. BPOL and Personal Property Tax forms, if we are to prepare them. | | |
| 18. Did you receive any PPP, SBA, EIDL or grant funds for COVID-19 relief in 2020? If so, please provide information. | | |