Updegrove, McDaniel, McMullen & Chiccehitto, PLC

2021 PARTNERSHIP TAX INFORMATION REQUEST LIST(FORM 1065)

(This information is required prior to tax preparation)

Partnership Name ____________________

Address ____________________

Email Address ____________________

Name and SSN of Partnership Representative: ____________________

Please provide the following information:

		Done	N/A
1.	One of the following: a) Comparative 2021-2020 balance sheet and profit and loss statement with a 2021 detailed general ledger of all income/expense accounts b) a QuickBooks desktop accountants' copy file with a cut-off date of 1/1/2022 or c) access to QuickBooks Online (QBO). QuickBooks file/access is preferred. 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.	If new business, client or if any changes, 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 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, 2022.	☐	☐
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.	Business License (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 2021? If so, please provide information. If so, has the PPP loan either been forgiven or expected to be fully forgiven?	☐	☐