

**Updegrave, McDaniel, McMullen & Chiccehitto, PLC**  
**2022 PARTNERSHIP TAX INFORMATION REQUEST LIST(FORM 1065)**

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 2022-2021 balance sheet and profit and loss statement with a 2022 detailed general ledger of all income/expense accounts b) QuickBooks desktop accountants' copy file; cut-off date of 1/1/2023 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 to be broken out between those for capital and those for services; provide breakout if applicable.
7. Business License (BPOL) and Personal Property Tax forms, if we are to prepare them.
8. List of states where business is conducted and provide amount of revenue allocated to each.
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. Ensure all necessary 1099's are mailed to recipients by filing deadline of 01/31/2023.
12. List of nondeductible expenses, i.e. penalties 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. Did you make any state tax payments on behalf of nonresident shareholders in 2022? If so, please provide amounts.
16. Did you reimburse health insurance costs to your employees or partners?
17. Did you offer health insurance coverage to all of your full time employees?
18. Did you receive any PPP, SBA, EIDL or grant funds for COVID-19 relief in 2022? If so, please provide additional info and let us know if the PPP loan is expected to be forgiven.
19. **This partnership qualifies under the domestic filing exception for pass through entities (please review client notification letter) and is not required to file Schedules K-2 and K-3.**

Yes    No