# **Partnership Tax Organizer**

(See next page for Organizer)



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## Partnership Tax Organizer

*Use a separate organizer for each partnership* 

Partnership	General Informat	ion									
Legal name of partnership					EIN –						
Partnership a	ddress						I				
Partnership F	Representative										
-	Ema						Phone	(	)		
Check one:	General Partners	hip 🛛 Limited	Partnership 🛛 🛛	imited	Liability Partn	ership (LLP)	·				
Principal bus	iness activity		ž		Date bu	isiness	started	/	/		
Principal pro	duct or service						Date bu	isiness	s closed	/	/
🗆 Yes 🗖 No	Was the primary	purpose of the p	artnership activit	y to real	lize a profit?						
🗆 Yes 🗖 No	Has the partnersl	hip reported any	losses in prior ye	ears?							
Accounting n	nethod: 🗆 Cash 🛛	□ Accrual □ O	ther (specify)								
🗆 Yes 🗖 No	Does the partners	ship file under a	calendar year? (If	f no, wha	t is the fiscal ye	ear?)					
Partnership	Specific Question	ns									
□ Yes □ No	Is there a written <i>partnership agreen</i>		eement? (If this is	the first	year of the parts	nership's existen	ce, please prot	vide a c	opy of the u	ritter	1
🗆 Yes 🗖 No	Are all partners a	ctively participa	ting in the busine	ess?							
🗆 Yes 🗅 No	Is any partner in	the partnership	a disregarded ent	ity, a pa	rtnership, a tru	ust, an S corpor	ation, or an e	estate?	2		
🗆 Yes 🗖 No	Is the partnership		<u> </u>								
□ Yes □ No	Did any foreign of indirectly 50% or					organization, ir	ndividual, or	estate	own direc	tly or	
🗆 Yes 🗖 No	Did the partnersh of stock entitled t		20% or more, or o reign or domestic			ctly, 50% or mo	re of the tota	l votin	ng power of	all c	lasses
□ Yes □ No	Did the partnersh of debt?	nip have any deb	ot that was cancel	led, was	forgiven, or h	ad the terms m	nodified so as	to rec	duce princi	pal a	mount
□ Yes □ No	At any time durin country?	ng the year, did t	the partnership ha	ave an ii	nterest in, or si	ignature author	rity over a fir	ancia	l account ir	a fo	reign
□ Yes □ No	Was there a distri	ibution of proper	rty or a transfer (k	ov sale o	r death) of a p	artnership inte	rest during t	he tax	vear?		
□ Yes □ No		* *	·	5	/ I	1	0		5		
	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.										
□ Yes □ No	Did the partnersh If yes, include a c			yee con	pensation to	any individual	?				
□ Yes □ No	Did the partnersh	nip have a Paych	eck Protection Pr	ogram (	PPP) loan that	was forgiven i	n 2022?				
Principal Pa	rtners Ownership	o Information					•				
Name	•	Tax ID number (SSN or EIN)	Address				Ownership percentage		eneral or ted partner*		U.S. tizen?
Limited par	t <b>ner.</b> A general par t <b>ner.</b> A limited par o contribute to the	tner's personal l					of money or	other	property co	ontrik	outed
	er Transactions	parateronip.									
r artifers Ou		Currenteed	Health insurance	Camital	lagutuikutigua	Distributions	Dautu au laa		Logue	id law	
		premiums paid	from pa	contributions	to partner	Partner loans to Loans repa the partnership partnershi					
		, ,			1		/		1		
All Clients -	Additional informat	tion and document	ts reauired		New Client	s – Additional in	oformation and	l docu	ments requi	red	
						New Clients – Additional information and documents required       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, provide a copy of all Forms W-2, W-3, 940, 941, 1096, 1099-NEC,					supporting organizational documents.						
1099-MISC, and any other forms issued to workers.					Provide copies of depreciation schedules for book, tax, and AMT. Provide copies of tax rate are for last two years in sluding state.						
• If any partners live in a different state or outside the U.S., provide					• Provide copies of tax returns for last two years, including state returns (if applicable).						
details. The	etails. The business may be subject to withholding requirements.										

Partnership Income (include all	Forms 1099-K, Forms	1099-MISC, and Form	ns 1099-l	NEC received)		
Stocks, bonds, and securities		\$	Partne	ers' capital accounts		\$
Other current assets (include list)	Forma 1000 K Forma	\$	no 1000 /	NEC received		
Gross receipts or sales	FUTIIIS TUJJ-K, FUTIIIS	\$	1	end income ( <i>include all 1</i> (	DUL Formes	\$
Returns and allowances		\$()		al gain/loss ( <i>include all 1</i> 0	,	\$
Interest income ( <i>include all 1099-1</i>	NT Forme)	\$() \$	- <u>-</u>	income (loss) ( <i>include al</i> 10		\$ \$
· · · · · · · · · · · · · · · · · · ·		1				<del>م</del>
Partnership Cost of Goods Solo			1		ods)	
Inventory at beginning of the y	ear	\$	-	rials and supplies		\$
Purchases		\$	Inven	tory at the end of the year	ear	\$
Cost of labor		\$				
Partnership Expenses		1				1
Advertising		\$	-	for business in restaurar	· /	\$
Bad debts		\$		– other business meals (	50% deduct.)	\$
Bank charges		\$		supplies		\$
Business licenses		\$		Organization costs		\$
Commissions and fees		\$		Pension and profit sharing plans		\$
Contract labor		\$	Rent or lease – car, machinery, equipment		\$	
Employee benefit programs		\$		Rent or lease – other business property		\$
Employee health care plans		\$	Repairs and maintenance		\$	
*Entertainment		\$		Taxes – payroll Taxes – property		\$
Gifts		\$	-			\$
Guaranteed payments to partner		\$	Taxes – sales Taxes – state		\$	
Insurance (other than health insura	ince)	\$			\$	
Interest – mortgage		\$	Telephone Utilities			\$
Interest – other	\$			\$		
Internet service		\$ \$	Wages Other expense		\$	
Legal and professional services	uctible for taxes	Þ	Other expense		Φ	
*Entertainment is no longer dedu						
Car Expenses (use a separate for	m for each vehicle)				• / /	
Make/Model		- ((		Date car placed in serv	ice / /	
$\Box Yes \Box No Car available for p$			1	Didense in 1 i		
Yes No Do you (or your spectrum)		her cars for persona	ai use?	Did you trade in your o		U INO
□ Yes □ No Do you have evide				Cost of trade-in	Trade-in value	
□ Yes □ No   Is your evidence w				\$	\$	
Posinning of your adamstan	Mileage			Cas /oil	Actual Expenses	
Beginning of year odometer				Gas/oil	\$ ¢	
End of year odometer		July Dec		Insurance	\$	
Business mileage Jan.–June		July–Dec.		Parking fees/tolls	\$ ¢	
Commuting mileage				Registration/fees Repairs	\$	
Other mileage Generally, you can use either the standard mileage ra				*		

Equipment i urchases – Enter the fonowing mormation for depreciable assets purchased that have a useful me 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 partnership pay expenses to make it accessible by individuals with disabilities?				
🗆 Yes 🗅 No	Did the partnership pay any FICA on employee wages for tips above minimum wage?				
🗆 Yes 🗅 No	Did the partnership own any residential rental buildings providing qualified low-income housing?				
🗆 Yes 🗅 No	Did the partnership incur any research and experimental expenditures during the tax year?				
🗆 Yes 🗅 No	Did the partnership have employer pension plan start-up costs?	Total number of employees			
🗆 Yes 🗖 No	Did the partnership pay health insurance premiums for employees?	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.

TaxpayerTitleDate	Duting and Daltan		
	Iaxpayer	Title	

### **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.