Mouriski & Perez, LLP

Certified Public Accountants

PARTNERSHIP/LLC TAX ORGANIZER
FORM 1065

Organization Name ______________________ Telephone # ______________

Address ______________________ Fax # ______________

E-mail Address ______________________

Tax Period __________ Federal ID # __________ State ID # ______________

Provide a general ledger, trial balance, depreciation schedules, balance sheet and profit and loss statement. In addition, provide the following information:

		DONE	N/A
1.	Copies of correspondence with tax authorities regarding changes to prior year returns.	☐	☐
2.	Details of partner/member ownership changes.	☐	☐
3	For each partner/member, TIN, address, percentage of ownership/profit/loss, general or limited classification and relationship, if any, to other partners. Identify the Tax Matters Partner/Member.	☐	☐
4.	Copy of most recent operating agreement.	☐	☐
5.	Schedule of all payments or distributions to or for partners/members including descriptions, amounts and the accounts to which these amounts have been posted.	☐	☐
6.	Schedule of loans to/from partners/members and related parties including interest rates and payment schedules.	☐	☐
7.	Schedule of all fringe benefits paid on behalf of partners/members and indicate which benefits have been included in their guaranteed payments.	☐	☐
8.	Detailed analysis of entries in prepaid and accrued expense accounts.	☐	☐
9.	Copies of all federal and state payroll reports filed including Forms W-2/W-3, 940, 941.	☐	☐
10.	Copies of Forms 1096/1099, 5500, 1042, 8804, 8805, 5471, 8865, 8858, and 8886 **that have been filed.**	☐	☐
11.	Copies of Forms 1099, 5471, 8865, 8858, 8886 and Schedules K-1 **that have been received.**	☐	☐
12.	Schedule of all interest and dividend income not included on Forms 1099.	☐	☐
13.	Schedule and invoice copies of assets acquired and/or sold during the year including date acquired, date sold, sales or purchase price, including any trade-in allowance. Include Form HUD-1 for real estate transactions.	☐	☐

		DONE	N/A
14.	Copy of the inventory uniform capitalization computation.	☐	☐
15.	Schedule of charitable contributions (cash and non-cash).	☐	☐
16.	Details of any lobbying expenses.	☐	☐
17.	List of potential non-deductible expenses, such as penalties and life insurance premiums.	☐	☐
18.	Schedule of any club dues paid.	☐	☐
19.	Vehicle and mileage data for passenger vehicles owned by the partnership/LLC.	☐	☐
20.	Information to complete domestic activities production deduction.	☐	☐
21.	List details of all entries in miscellaneous income/expense accounts.	☐	☐
22.	Detail of meal and entertainment expenses.	☐	☐
23.	List each type of trade, business, or rental activity and the date started or acquired.	☐	☐
24.	List activities conducted in other states, including gross receipts, property, payroll and rents by state.	☐	☐
25.	Can the Internal Revenue Service discuss questions about this return with the preparer? Yes ☐ No ☐		
26.	Determine if Form TD F 90-22.1 is needed to report foreign bank and financial accounts. Note that this is separate and distinct from any potential filing requirement at 27) below.	☐	☐
27.	Determine if Form 8938 is needed to report specified foreign financial assets. New for 2011. § 6038D, enacted as part of the HIRE Act. Notice 2011-55 defers the deadline to report until issuance of Form 8938. Note that this is separate and distinct from any potential filing requirement at 26 above.	☐	☐

COMMENTS OR EXPLANATIONS

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