

Partnership Tax Organizer

Partnership General Information

Legal name of partnership	EIN#	-
Partnership address		
Tax Matters Individual	Title	
	Email	Phone ()

Principal Partners Ownership Information

Name	Tax ID number (SSN or EIN)	Address	Ownership percentage	General or limited partner*	U.S. citizen?

* **General partner.** A general partner is a partner who is personally liable for partnership debts.

Limited partner. A limited partner's personal liability for partnership debts is limited to the amount of money or other property contributed or required to contribute to the partnership.

Partners Other Transactions

Partner name	Guaranteed payments	Health insurance premiums paid	Capital contributions from partner	Distributions to partner	Partner loans to the partnership	Loans repaid by partnership to partner

Additional information and documents required

- Provide the income/financial statements for the year (per books), balance sheet, depreciation schedule per books, and cash reconciliation of business bank accounts with ending cash balance.
- If the partnership has employees or paid independent contractors, provide a copy of all Forms W-2, W-3, 940, 941, 1096, 1099-MISC, and any other forms issued to workers.
- If any partners live in a different state or outside the U.S., provide details. The business may be subject to withholding requirements.

Partnership Income (include all Forms 1099-K received)

Gross receipts or sales	\$	Dividends income (include all 1099-DIV Forms)	\$
Returns and allowances	\$ ()	Capital gain/loss (include all 1099-B Forms)	\$
Interest income (include all 1099-INT Forms)	\$	Other income (loss) (include a statement)	\$

Partnership Cost of Goods Sold (for manufacturers, wholesalers, and businesses that make, buy, or sell goods)

Inventory at beginning of the year	\$	Materials and supplies	\$
Purchases	\$	Inventory at the end of the year	\$
Cost of labor	\$		

Partnership Expenses

Advertising	\$	Management fees	\$
Bad debts	\$	Office supplies	\$
Bank charges	\$	Organization costs	\$
Business licenses	\$	Pension and profit sharing plans	\$
Commissions and fees	\$	Rent or lease – car, machinery, equipment	\$
Contract labor	\$	Rent or lease – other business property	\$
Employee benefit programs	\$	Repairs and maintenance	\$
Employee health care plans	\$	Taxes – payroll	\$
Entertainment and business meals	\$	Taxes – property	\$
Gifts	\$	Taxes – sales	\$
Guaranteed payments to partners	\$	Taxes – state	\$
Insurance (other than health insurance)	\$	Telephone	\$
Interest – mortgage	\$	Utilities	\$
Interest – other	\$	Wages	\$
Internet service	\$	Other expense	\$
Legal and professional services	\$	Other expense	\$

Partnership Balance Sheet

Partnership assets at year end		Partnership debts and equity at year end	
Bank account end of year balance	\$	Accounts payable at year end	\$
Accounts receivable at end of year	\$	Payables less than one year	\$
Loans to partners	\$	Payables more than one year	\$
Mortgages and loans held by partnership	\$	Nonrecourse loans	\$
Stocks, bonds, and securities	\$	Loans from partners	\$
Other current assets (include list)	\$	Partners capital accounts	\$
Inventories	\$		

Equipment Purchases – Enter the following information for depreciable assets purchased that have a useful life 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?
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	

Car Expenses (Vehicle 1)

Make/Model		Date car placed in service / /		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Car available for personal use during off-duty hours?			
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you (or your spouse) have any other cars for personal use?	Did you trade in your car this year? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have evidence?	Cost of trade-in	Trade-in value	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is your evidence written?	\$	\$	
<i>Mileage</i>		<i>Actual Expenses</i>		
Beginning of year odometer		Gas/oil	\$	
End of year odometer		Insurance	\$	
Business mileage		Parking fees/tolls	\$	
Commuting mileage		Registration/fees	\$	
Other mileage		Repairs	\$	

Generally, you can use either the standard mileage rate or actual expenses to figure the deductible costs of operating your car for business purposes. However, to use the standard mileage rate, it must be used in the first year the car is available for business. In later years, you can then choose between either the standard mileage rate method or actual expenses.

Car Expenses (Vehicle 2)

Make/Model		Date car placed in service		
Yes No	Car available for personal use during off-duty hours?			
Yes No	Do you (or your spouse) have any other cars for personal use?	Did you trade in your car this year? Yes No		
Yes No	Do you have evidence?	Cost of trade-in	Trade-in value	
Yes No	Is your evidence written?	\$	\$	
<i>Mileage</i>		<i>Actual Expenses</i>		
Beginning of year odometer		Gas/oil	\$	
End of year odometer		Insurance	\$	
Business mileage		Parking fees/tolls	\$	
Commuting mileage		Registration/fees	\$	
Other mileage		Repairs	\$	

Generally, you can use either the standard mileage rate or actual expenses to figure the deductible costs of operating your car for business purposes. However, to use the standard mileage rate, it must be used in the first year the car is available for business. In later years, you can then choose between either the standard mileage rate method or actual expenses.