## Partnership Tax Organizer

Use a separate organizer for each partnership

BAKER'S

Partnership	General Informat	ion									
Legal name of partnership					EIN –						
Partnership a	ddress										
Partnership F	tnership Representative Title										
	Ema			Email			Phone	( )			
	General Partners	Liability Partn	ership (LLP)								
Principal bus								siness start		/	/
	duct or service						Date bu	siness close	d	/	/
□ Yes □ No											
	Has the partners	1 1 V		ears?							
	nethod: 🛛 Cash		1 55								
	Does the partners		calendar year? (Ij	f no, wha	t is the fiscal ye	ar?)					
Partnership	Specific Question	ns									
□ Yes □ No											
🗆 Yes 🗅 No	Are all partners a	ctively participa	ting in the busine	ess?							
□ Yes □ No	Is any partner in	<u> </u>		<u> </u>	rtnership, a tr	ust, an S corpor	ration, or an e	estate?			
□ Yes □ No	Is the partnership										
🛾 Yes 🖾 No	Did any foreign of indirectly 50% or					organization, ir	ndividual, or	estate own	directl	ly or	
□ Yes □ No	Did the partnersh of stock entitled t	nip own directly to vote of any for	20% or more, or o reign or domestic	own dire corpora	ectly or indired tion?	ctly, 50% or mo	re of the total	voting por	ver of	all cla	asses
□ Yes □ No	Did the partnersh of debt?	nip have any deb	ot that was cancel	led, was	forgiven, or h	ad the terms m	odified so as	to reduce j	princip	al an	nount
□ Yes □ No											
□ Yes □ No	Was there a distri	ibution of prope	rty or a transfer (k	oy sale o	or death) of a p	artnership inte	rest during t	he tax year?	?		
🛾 Yes 🗖 No											
□ Yes □ No											
🗆 Yes 🗖 No	Did the partnersh	nip have a Paych	eck Protection Pr	ogram (	PPP) loan that	was forgiven i	n 2022?				
<b>Principal Pa</b>	rtners Ownership	o Information									
		Tax ID number					Ownership	General	l or	U	I.S.
Name		(SSN or EIN)	Address				percentage	limited par	rtner*	citi	izen?
										_	
										<u> </u>	
										—	
										<u> </u>	
*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.								uted			
^	er Transactions	1 1									
-		Guaranteed payments	Health insurance premiums paid			l contributions Distributions artner to partner		Partner loans to Loans rep the partnership partnersh		paid by hip to partner	
All Cliente	A.I.I.G				Nous Oliont		· ·				
	Additional informat					s – Additional in	normation and	l documents	require	?d	
• Provide the income/financial statements for the year (per books), balance sheet, depreciation schedule per books, and cash reconciliation				Date partnership formed  State partnership formed in							
of business bank accounts with ending cash balance.				inucion	- · · · · · · · · · · · · · · · · · · ·						
• If the partnership has employees or paid independent contractors,					ovide copies of the partnership agreement and any other porting organizational documents.						
Provide a copy of all Forms W-2, W-3, 940, 941, 1096, 1099-NEC, 1099-MISC, and any other forms issued to workers.					<ul><li>Provide coj</li><li>Provide coj</li></ul>	le copies of depreciation schedules for book, tax, and AMT. de copies of tax returns for last two years, including state is (if applicable).					
	business may be s					аррисавіе).					



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			\$	Payab	ayables less than one year		\$
Inventories		\$	Payab	ples more than one year		\$	
Loans to part	ners		\$	Nonre	ecouse loans		\$
Mortgages an	d loans held by pa	artnership	\$	Loans	s from partners		\$
Stocks, bonds	, and securities		\$	Partn	ers' capital accounts		\$
Other current	assets (include list	)	\$				
Partnership	Income (include al	ll Forms 1099-K, Forms	1099-MISC, and Forn	ns 1099-	NEC received)		
Gross receipts	s or sales		\$	Divid	end income (include all 109	9-DIV Forms)	\$
Returns and a	allowances		\$( )	Capit	al gain/loss ( <i>include all</i> 109	9-B Forms)	\$
Interest incon	ne ( <i>include all 1099</i>	-INT Forms)	\$		income (loss) ( <i>include a sta</i>		\$
Partnership	Cost of Goods So	ld (for manufacturers	, wholesalers, and bu		es that make, buy, or sell good		
	beginning of the		\$	1	rials and supplies	-,	\$
Purchases	beginning of the	ycui	\$		ntory at the end of the yea	r	\$
Cost of labor			\$	intver	tiony at the cha of the yea	1	Ψ
Partnership			ψ				
Advertising	скрепаеа		¢	Moald	for business in restaurants	(100% doduct)	\$
Bad debts			\$		s – other business meals (50	. ,	\$
			\$		,	7% deduct.)	\$ \$
Bank charges Business licer			\$		Office supplies		\$ \$
Commissions			\$	Organization costs		\$	
Contract labo			\$	Pension and profit sharing plans Rent or lease – car, machinery, equipment		\$	
			\$	Rent or lease – car, machinery, equipment		\$	
Employee benefit programs		\$	Repairs and maintenance		\$		
Employee health care plans		\$	Taxes – payroll		\$		
*Entertainment		\$		– property		\$	
Gifts		\$		– sales		\$	
Guaranteed payments to partners Insurance (other than health insurance)		\$	Taxes – state		\$		
		runce)	\$	Telephone		\$	
Interest – mor Interest – othe			\$	Utilities		\$	
Internet servi			\$	Wages		\$	
	ofessional services		\$	Other expense		\$	
	nt is no longer dec	fuctible for taxes	Ψ	Outer	expense		ψ
	<u> </u>						
		rm for each vehicle)			Dete sea also d'in service	- / /	
Make/Model		noreonal uso durina	off duty hours?		Date car placed in service / /		
□ Yes □ No		personal use during		1 11002	Did you trade in your car this year?		
□ Yes □ No		your spouse) have any other cars for personal use?		n use?			
□ Yes □ No	Do you have evid				Cost of trade-in	Trade-in value	
□ Yes □ No   Is your evidence written?				\$	\$		
Mileage					ctual Expenses		
Beginning of year odometer					Gas/oil	\$ ¢	
End of year odometer					Insurance	\$	
Business mileage Jan.–June		July–Dec.		Parking fees/tolls	\$		
Commuting r	÷				Registration/fees	\$	
Other mileage				Repairs	\$		
					calculate the deductible co		
		standard mileage ra standard mileage ra			first year the car is availabl	e for business. In I	ater years, you cal
11011 C110050 D	etween enner tile	sumularu mineage la	actual of actual	copen			

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?		
			\$			
			\$			
			\$			
			\$			
			\$			
			\$			
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.