

JEFFREY R WANGSGARD

AND ASSOCIATES LLC

PARTNERSHIP/LLC TAX ORGANIZER (1065)

We have attached an income tax organizer that will assist you in gathering the information necessary to prepare your tax return for the current year.

The Internal Revenue Service matches information reported on 1099s and K-1s with amounts reported on income tax returns. A negligence penalty may be assessed where income is underreported. Accordingly, all 1099 forms, K-1 schedules, and other information reflecting amounts reported to the Internal Revenue Service should be submitted with this organizer.

Partnerships are also required to report any foreign income sources on new forms K-2 and K-3. This also applies to any partners that have foreign income sources on their personal returns. Please inform us if there are any foreign income sources.

The filing deadline for your partnership tax return (Form 1065) is March 15, 2023. Your completed tax organizer needs to be received no later than March 10, 2023. Any information received after this date may result in an extension being filed.

If a 6-month extension of time is required, any non-resident withholding tax due with this return must be paid with the extension. Any taxes not paid by the filing deadline may be subject to late payment penalties and interest.

We look forward to meeting with you and providing these services for you. **Payment for tax preparation services is due prior to filing the return.** Should you have questions, please do not hesitate to contact us.

Sincerely,

Jeffrey R Wangsgard & Associates LLC

PARTNERSHIP/LLC TAX ORGANIZER (1065)

Partnership Name _____ Year Ending _____
 Address _____ Federal ID# _____
 _____ State ID# _____
 Telephone: _____ Fax# _____ Email: _____

If we did not prepare your prior year tax returns, provide a copy of the federal and state returns for the previous year. Complete all applicable sections. Provide a general ledger, trial balance, depreciation schedules, balance sheet and profit and loss statement by activity. If you have not prepared financial statements, please use the worksheets at the end of this organizer. In addition, provide the following information:

- | | <u>DONE</u> | <u>N/A</u> |
|---|-------------|------------|
| 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, please provide their TIN, address, percentage of ownership/profit/loss, general or limited classification and relationship, if any, to other partners. Identify the Tax Representative Partner/Member. | _____ | _____ |
| 4. Copy of most recent operating agreement and any amendments. | _____ | _____ |
| 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 including W-2s/W-3, 940, 941, 33H & TC-941 Forms. | _____ | _____ |
| 10. Copies of 1096/1099, 5500, 1042, 8804, 8805, 5471, 8865, 8858, and 8886 Forms <u>that have been filed by the partnership.</u> | _____ | _____ |
| <u>*If you are required to submit 1099 Forms to independent contractors, sole proprietors, or partnerships providing services to your business, BUT HAVE NOT, please provide us with the name, address, and taxpayer identification number of the recipient and we will prepare the 1099 Forms on your behalf.</u> | | |
| 11. Copies of 1099, 5471, 8865, 8858, 8886 Forms and Schedules K-1 <u>received by the partnership.</u> | _____ | _____ |
| 12. Schedule of all interest and dividend income not included on 1099 Forms. | _____ | _____ |
| 13. Schedule of assets acquired and/or sold during the year including date acquired, date sold, sales or purchase price, including any trade-in allowance. Include the Closing Disclosure (Settlement Statement) for real estate transactions. Provide copies of invoices, if applicable. | _____ | _____ |

PARTNERSHIP/LLC TAX ORGANIZER (1065)

- 14. Copy of the inventory uniform capitalization computation (IRC Section 263A). _____
- 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 compute the qualified business income deduction. _____

PLEASE INDICATE IF YOUR BUSINESS IS INVOLVED IN ANY OF THESE SERVICES:

Health; law; accounting; actuarial science; performing arts; consulting; athletics; financial services; brokerage services (including investing and investment management); trading, or dealing in securities, partnership interests, or commodities; and any trade or business where the principal asset of such trade or business is the reputation or skill of one or more of its employees or owners.

- 21. List details of all entries in miscellaneous income/expense accounts. _____
- 22. Detail of meals and entertainment expenses (each category must be presented in separate accounts). _____
- 23. List each type of trade, business, or rental activity and the date started or acquired. _____
- 24. List of activities conducted in other states, including gross receipts, inventory, real and personal 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 and forward. § 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. _____
- 28. Did you receive PPP Loan forgiveness during 2022? YES NO
If so, please list the amount received _____

CRYPTO-CURRENCY ASSETS

Description	Date Acquired	Date Sold	Sales Proceeds	Cost or Basis	Gain (Loss)

PARTNERSHIP/LLC TAX ORGANIZER (1065)

Income Statement

Revenue	Amount
Gross receipts or sales	
<i>Less sales returns and allowances</i>	
Other income (List type and amount.)	
Net sales	
Cost of Goods Sold	Amount
Beginning inventory	
<i>Plus goods purchased/manufactured</i>	
Total goods available	
<i>Less ending inventory</i>	
Total cost of goods sold	
Gross profit (loss)	
Operating Expenses	Amount
Selling	
Salaries and wages	
Commissions	
Advertising	
Depreciation	
Total selling expenses	
General/Administrative	
Bank Charges	
Auto and truck expenses	
Cleaning and laundry	
Depreciation and amortization	
Dues and subscriptions	
Employee benefits	
Equipment maintenance and repair	
Fines and penalties	
Fuel, oil and gas	
Furniture and equipment	
Insurance	
Interest	
Legal and professional fees	
Licenses and permits	
Office supplies	
Outside services	
Payroll taxes	

PARTNERSHIP/LLC TAX ORGANIZER (1065)

Postage and delivery	
Rent - equipment rental	
Rent - real property	
Salaries and wages	
Supplies	
Telephone	
Travel, meals, and entertainment:	
a. Travel	
b. Meals	
c. Entertainment	
Utilities	
Other expenses (List type and amount.)	
a.	
b.	
c.	
d.	
e.	
Total General/Administrative expenses	
Total operating expenses	
Net Income (Loss)	