

Checklist

Partnership Name:

EIN:

Checklist

This checklist is provided to help you gather necessary information to prepare your 2024 partnership tax return. Return this list, along with the supporting documentation, to our office and let us know of any significant changes from your 2023 tax year.

Accounting and Payroll Information

- Federal, state, and local tax returns for the prior two years
- General ledger
- Balance sheet
- Profit and loss statement by activity
- Guaranteed payments to partners
- Payroll reports showing employee gross wages and employer taxes paid for the year
- Copy of partnership agreement (if available)
- Copy of Forms 1096, 1099, W-2, and W-3 filed by the partnership

Other Income and Revenue

- Documentation of brokerage transactions and disposition of capital assets (Form 1099-B)
- Credit card, debit card, and third-party network transactions (Form 1099-K)
- Miscellaneous income (Form 1099-MISC)
- Nonemployee compensation (Form 1099-NEC)
- Gambling income (Form W2-G)
- Income from partnerships, estates, and trusts (Schedule K-1)
- Farm income (Schedule F)

Fixed Asset Information

- Supporting depreciation schedule for the prior two years
- Assets purchased or newly placed in service (provide description, date acquired, purchase price, and any trade-in allowance)
- Assets disposed of during the year (provide description, date of disposition, sales proceeds, and any trade-in allowances)
- Lease agreements the partnership entered into during the year

Other Information

- Documentation for any loans acquired during the year
- Loans to and from partners
- Ownership changes (provide dates of changes and percentages received or given up for each partner)
- Tax-exempt interest or other tax-exempt income
- Interest and dividend income
- Charitable contributions
- Other income or deductions not included above

2024 Tax Organizer for Partnerships Business Information

Partnership Information

Partnership's legal name		EIN	
Doing business as name			
In care of name			
Street address, city, state, and ZIP			
Email			
Phone number		Cell number	
Fax number		Date business started	

Yes No

Does the partnership file under a calendar year?
If "No," what is the begin date? _____ End date? _____

Did the partnership conduct business activities in any state other than the resident state?
If "Yes," what states? _____

Is this the partnership's final year in business?
What accounting method does the partnership use?
 Cash Accrual Other (describe) _____

What is the partnership's principal business activity? _____

What product or service does the partnership produce? _____

Number of partners at any given time during the year? _____

What type of entity is the partnership filing as?

<input type="checkbox"/> Domestic general partnership	<input type="checkbox"/> Domestic limited partnership
<input type="checkbox"/> Domestic LLC	<input type="checkbox"/> Domestic limited liability partnership
<input type="checkbox"/> Foreign partnership	<input type="checkbox"/> Other (describe) _____

Partnership Representative or Designated Individual (if the representative is an entity)

Representative name			
Street address, city, state, and ZIP			
Phone number		Email	

Estimates

	Resident State		Resident City	
	Date Paid	Amount	Date Paid	Amount
Overpayment applied from 2023	_____	_____	_____	_____
First quarter	_____	_____	_____	_____
Second quarter	_____	_____	_____	_____
Third quarter	_____	_____	_____	_____
Fourth quarter	_____	_____	_____	_____
Additional payments	_____	_____	_____	_____

Account Information for Deposits and Withdrawals

Name of Bank	Bank Routing Number	Bank Account Number	Type of Account		Use This Account for	
			Checking	Savings	Deposit	Withdrawal

Partner Information

Partnership Name:

EIN:

Partner Name Address City, State, and ZIP	ID Number	Type of Partner Information					Beginning of Year Ownership Percentage		
		If the partner is a disregarded entity provide the partner's TIN and name					Profit	Loss	Capital
		General	Limited	Domestic	Foreign	Type			

Change In Ownership Information

Partnership Name: _____

EIN: _____



Partner Name	ID Number	Date of Change	Ownership Percentage Acquired or Given Up <small>(Enter amount given up as a negative number)</small>		
			Profit	Loss	Capital

Rental Real Estate

Partnership Name: _____

EIN: _____

General Property Information

Select the property type

- Single family residence Multi-family residence Vacation Commercial
- Land Royalties Self-rental Other

Description of property if the property type is "Other" _____

Address of property _____

City _____ State _____ ZIP _____

Foreign province _____ Country _____ Postal code _____

Number of days property was rented _____ Number of days property was used for personal use _____

- This property was placed in service during tax year 2024.
- This property was disposed of during tax year 2024.

Income and Expenses

2024

Gross rental or royalty income	_____
Advertising	_____
Auto and travel	_____
Cleaning and maintenance.	_____
Commissions	_____
Insurance	_____
Legal and other professional fees	_____
Interest	_____
Repairs.	_____
Taxes.	_____
Utilities	_____
Wages and salaries	_____
Guaranteed payments for services	_____
Guaranteed payments for capital	_____
Health insurance payments	_____
Meals and entertainment.	_____
Other expenses (list)	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Rental Other Than Real Estate

Partnership Name: _____

EIN: _____

General Property Information

Description of property _____

Address of property _____

City _____ State _____ ZIP _____

This property was placed in service during tax year 2024.

This property was disposed of during tax year 2024.

Income and Expenses

2024

Gross rental income _____

Advertising _____

Auto and travel _____

Cleaning and maintenance. _____

Commissions _____

Insurance _____

Legal and other professional fees _____

Interest _____

Repairs. _____

Taxes. _____

Utilities _____

Wages and salaries _____

Guaranteed payments for services _____

Guaranteed payments for capital _____

Other expenses (list)

Sale of Stock, Real Estate, or Other Property

Partnership Name: _____

EIN: _____

Sale of Capital Assets (including assets not reported on Form 1099-B)

Provide all brokerage statements

Description of Property	Date Purchased	Date Sold	Sales Price	Cost

Installment Sale Income

Description of property _____

Date acquired _____ Date sold _____

	2024	Prior Years
Selling price	_____	_____
Mortgages assumed	_____	_____
Cost of property sold	_____	_____
Depreciation allowed	_____	_____
Commissions and expense of sale	_____	_____
Gross profit percentage	_____	_____
Interest received	_____	_____
Principal payments received	_____	_____

Property was sold to a related party

Auto Expense

Partnership Name: _____

EIN: _____

Auto Expense

Name of activity vehicle is used for _____

Description of vehicle _____

Date vehicle was placed in service _____

Yes No

- Was this vehicle available for personal use during off-duty hours?
- Was the vehicle used primarily by someone with more than 5% ownership or a related person?
- Was another vehicle available for personal use?

Miles the vehicle was driven during 2024	2024 Amount	Miles the vehicle was driven in prior years	
Business	_____	Business	_____
Commuting	_____	Total	_____
Other	_____		

Expenses	2024 Amount	Expenses	2024 Amount
Garage rent	_____	Repairs	_____
Gas	_____	Tires	_____
Insurance	_____	Tolls	_____
Licenses	_____	Lease addback	_____
Oil	_____	Other expenses	
Parking fees	_____	_____	_____
Rental fees	_____	_____	_____
Interest	_____	_____	_____
Property tax	_____		

Asset Listing for 2024

Partnership Name:

EIN:

Assets for:

Description of Property	Date Acquired	Cost / Basis	Date Disposed of	Sales Price	Expense of Sale