

RANDALL A. LENZ

ATTORNEY-AT-LAW · CERTIFIED PUBLIC ACCOUNTANT

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PARTNERSHIP TAX ORGANIZER (1065)

Organization Name	_____	Tax Period	_____
Address	_____	Federal ID #	_____
	_____	State ID #	_____

Please provide an end of the year balance sheet and profit and loss statement. If you have a Quickbooks file, you can e-mail the file to rlenz@atl.mindspring.com or print out and fax or send a standard Profit & Loss and standard Balance Sheet. In addition, please 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 ownership changes.	_____	_____
3. For each partner, provide ID #, address, percentage of ownership, profit/loss %, and general or limited classification. Identify the Tax Matters Partner.	_____	_____
4. Schedule of all payments or distributions to or for partners including descriptions, amounts and the accounts to which these amounts have been posted.	_____	_____
5. Schedule of loans to/from partners and related parties including interest rates and payment schedules.	_____	_____
6. Schedule of all fringe benefits paid on behalf of partners and indicate which benefits have been included in their guaranteed payments.	_____	_____
7. Detailed analysis of entries in prepaid and accrued expense accounts.	_____	_____
8. Forms 1099, 941, 940, 5500, 1042 and W-2 that have been filed.	_____	_____
9. Schedule of all interest and dividend income.	_____	_____
10. Schedule of assets acquired and/or sold during the year including date acquired, date sold, sales or purchase price, including any trade-in allowance.	_____	_____
11. Copy of the inventory uniform capitalization computation.	_____	_____
12. Schedule of contributions.	_____	_____
13. Details of any lobbying expenses.	_____	_____

- 14. Schedule of expenses such as penalties and life insurance premiums. _____
- 15. Schedule of any club dues paid. _____
- 16. Vehicle and mileage data for partnership owned passenger vehicles. _____
- 17. Details of miscellaneous expenses. _____
- 18. Details of total of meal and entertainment expenses in excess of \$200.00 _____
- 19. List each type of trade or business activity or rental activity and indicate the date started or acquired. _____
- 20. List of states in which activities are conducted. _____