



**Karma Accounting &  
Tax Service, Ltd**

You Can Relax Knowing That Karma is On Your Team

# Tax Prep Checklist

## Tax Season 2023

### Checklist for: Partnerships—Form 1065

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#### Documents

- ☐ Copy of the partnership agreement with any amendments and bylaws
  - If an LLC taxed as a partnership, copies of the LLC operating agreement and articles of organization
- ☐ List of federal and state tax employer identification numbers (EINs)
- ☐ Last year's Form 1065 and Schedules K-1 and any state or local returns

#### Partner information

- ☐ Name, address and SSN/EIN of each partner during the year
- ☐ Each partner's ownership percentage including their profit and loss percentage if different
- ☐ Information regarding capital contributions, distributions or other financial transactions involving a partner
- ☐ Information regarding:
  - each partner's share of liabilities
  - guaranteed payments made to any partner
  - any insurance plan provided to any partner
  - any liquidating payments made to any partner
  - any change in ownership percentages including the addition or loss of partners