

Checklist

Partnership Name:

EIN:

Checklist

This checklist is provided to help you gather necessary information to prepare your 2025 partnership tax return. Return this list, along with the supporting documentation, to our office and let us know of any significant changes from your 2024 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)
- ☐ Digital asset proceeds from brokerage transactions (Form 1099-DA)
- ☐ 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

Questionnaire

Partnership Name:

EIN:

Questionnaire

General Information

Yes No

- ☐ ☐ Did the partnership have a change of address during the tax year?
- ☐ ☐ Did the partnership have a change of name during the tax year?
- ☐ ☐ Did the partnership have a change of responsible party during the tax year?
- ☐ ☐ Did any foreign or domestic corporation, partnership, trust, or tax-exempt organization, or any foreign government own, directly or indirectly, an interest of 50% or more in the profit, loss, or capital of the partnership at the end of the tax year?
- ☐ ☐ Did any individual or estate own, directly or indirectly, an interest of 50% or more in the profit, loss, or capital of the partnership at the end of the tax year?
- ☐ ☐ Did the partnership own directly 20% or more, or own, directly or indirectly, 50% or more of the total voting power of all classes of stock entitled to vote of any foreign or domestic corporations?
- ☐ ☐ Is the partnership a publicly traded partnership?
- ☐ ☐ Did the partnership have any debt that was cancelled, forgiven, or had terms modified so as to reduce the principal amount of debt?
- ☐ ☐ Has the partnership filed, or is it required to file, Form 8918, Material Advisor Disclosure Statement, to provide information on any reportable transactions?
- ☐ ☐ Is the partnership making, or has it previously elected to step-up the basis of any assets in connection with the death of a partner or a change in ownership?
- ☐ ☐ Did the partnership elect an optional basis adjustment?
- ☐ ☐ Is the partnership required to adjust the basis of assets because of substantial built-in loss or substantial basis reduction?
- ☐ ☐ Did the partnership distribute any property received in a like-kind exchange or contributed to another entity during the current or prior tax year?
- ☐ ☐ Did the partnership distribute to any partner a tenancy-in-common or other undivided interest in partnership property?
- ☐ ☐ Does the partnership have any foreign partners?
- ☐ ☐ Did the partnership make any payments during the tax year that would require it to file Forms 1099?

Yes No

- ☐ ☐ If "Yes," did or will the partnership file all required Forms 1099?
- ☐ ☐ Did the partnership make any payments to any foreign persons that would require the partnership to file Forms 1042 and 1042-S (Annual Withholding Tax Returns)?
- ☐ ☐ Is the partnership a specified domestic entity required to file Form 8938?
- ☐ ☐ Is the partnership a section 721(c) partnership?
- ☐ ☐ Did the partnership pay or accrue any interest or royalty for which the deduction is not allowed during the tax year?

If "Yes," enter the total amount of the disallowed deductions.

- ☐ ☐ Did the partnership have an election in effect for any real property trade or business or any farming business during the year?
- ☐ ☐ Does the partnership satisfy one or more of the following?
- (a) The partnership owns a pass-through entity with current, or prior-year carryover, excess business interest expense.
- (b) The partnership's aggregate average annual gross receipts exceed \$30 million, and the partnership has business interest.
- (c) The partnership is a tax shelter and has business interest expense.
- ☐ ☐ Does the partnership certify as a Qualified Opportunity Fund (QOF)?
- ☐ ☐ Were there any transfers, at any time during the tax year, between the partnership and its partners subject to disclosure requirements?
- ☐ ☐ Was the partnership owned more than 50%, directly or indirectly, by a foreign corporation?
- ☐ ☐ Did the partnership pay excise tax on the repurchase of corporate stock?
- ☐ ☐ Did the partnership receive a Paycheck Protection Program (PPP) loan related to COVID-19?
- If "Yes," was any portion of the loan forgiven during the current tax year?

Questionnaire

Partnership Name:

EIN:

Questionnaire

- ☐ ☐ ☐ Did the partnership receive a cash payment or digital asset of more than \$10,000 in one transaction or two or more related transactions during the tax year?

Yes No

- ☐ ☐ If "Yes," was Form 8300, Report of Cash Payments over \$10,000 Received in Trade or Business, filed?

- ☐ ☐ ☐ Did the partnership pay any elective passthrough entity tax during the year?

- ☐ ☐ ☐ Has there been a change in the designated partnership representative?

- ☐ ☐ ☐ Is the partnership electing out of the centralized partnership audit regime?

Yes No

- ☐ ☐ If "Yes," were any of the partnership's partners an S corporation?
If "Yes," provide the shareholder's name, ID number, and type of shareholder.

Income, Purchases, and Sales

Yes No

- ☐ ☐ ☐ Did the partnership sell any business assets or property during the tax year?
If "Yes," provide the amount of proceeds from the sales, the date it was sold, and any costs associated with the sale.
- ☐ ☐ ☐ Did the partnership purchase any business assets during the tax year?
If "Yes," provide the cost of the asset, the date it was placed in service, and business use percentage.
- ☐ ☐ ☐ Did the partnership purchase any gasoline, diesel, or specific fuels for off-road business use?
- ☐ ☐ ☐ Did the partnership buy or sell any stocks, bonds, or other investments during the year?
- ☐ ☐ ☐ Did the partnership own securities or loans that became worthless or uncollectible during the tax year?
If "Yes," provide details.
- ☐ ☐ ☐ Did the partnership purchase a new clean vehicle (electric vehicle, plug-in hybrid, fuel-cell vehicle, qualified commercial clean vehicle) during the year?
If "Yes," provide the report the dealer or seller is required to provide to you and the vehicle identification number (VIN).
- ☐ ☐ ☐ Did the partnership receive any other income that has not been provided with this organizer?
If "Yes," explain. _____

Cost of Goods Sold

Yes No

- ☐ ☐ ☐ Did the partnership have a change in the method of accounting for determining quantities, cost, or valuation between opening and closing inventory?
If "Yes," provide details.
- ☐ ☐ ☐ Did the partnership have inventory that was not able to be sold at normal prices due to damage, imperfection, shop wear, etc.?

Foreign Tax Information

Yes No

- ☐ ☐ ☐ Did the partnership have a financial interest in or signature authority over a financial account or asset located in a foreign country?
If "Yes," what country? _____
- ☐ ☐ ☐ Did the partnership receive a distribution from, or was it a grantor of, or transfer to, a foreign trust?
- ☐ ☐ ☐ Did the aggregate value of the partnership's foreign account exceed \$10,000 at any time during the tax year?
- ☐ ☐ ☐ Did the partnership have income from, or pay taxes to, a foreign country?
- ☐ ☐ ☐ Did the partnership have ownership in a foreign corporation?
- ☐ ☐ ☐ Did the partnership own property in a foreign country?
- ☐ ☐ ☐ Did the partnership receive a Schedule K-3 from another partnership or S corporation?

Miscellaneous Information

Yes No

Questionnaire

Partnership Name:

EIN:

Questionnaire

- ☐ ☐ ☐ Did the partnership, at any time during the tax year, (a) receive a digital asset (as a reward, award, or payment for property or services); or (b) sell, exchange, or otherwise dispose of a digital asset (or a financial interest in a digital asset)?
- ☐ ☐ ☐ Did the partnership make any purchases subject to use tax during the tax year?
If "Yes," provide use tax returns filed in any state and the detail of any unpaid use tax.
- ☐ ☐ ☐ Did the partnership incur a gain or loss due to damaged or stolen property?
If "Yes," provide the incident date, value of property, and amount of insurance reimbursements. If the incident was attributed to a federally declared disaster, also include the declaration number assigned by FEMA.
- ☐ ☐ ☐ Did the partnership pay health insurance premiums for its employees during the tax year?
- ☐ ☐ ☐ Did the partnership participate in a cost segregation study during the tax year?
- ☐ ☐ ☐ Did the partnership perform any research and development study or participate in any research and development activities during the tax year?
If "Yes," provide details.
- ☐ ☐ ☐ Did the partnership own interest or share in or dispose of a Qualified Opportunity Fund (QOF) during the tax year?
- ☐ ☐ ☐ Did the partnership receive any notices from the IRS or state taxing authority?
If "Yes," explain. _____
- ☐ ☐ ☐ Does the partnership want to have any refund or balance due deposited to or withdrawn from their bank account?
- ☐ ☐ ☐ May the IRS discuss the partnership's tax return with the preparer?
- ☐ ☐ ☐ Would the partnership like a copy of the tax return sent electronically instead of receiving a printed copy?

2025 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?

☐ Domestic general partnership	☐ Domestic limited partnership
☐ Domestic LLC	☐ Domestic limited liability partnership
☐ Foreign partnership	☐ 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 2024	_____	_____	_____	_____
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:

[illegible]

Partner's Capital Account Information	
Partnership Name:	EIN:

EIN:

[illegible]

Partnership Name:

EIN:

[illegible]

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 2025.

☐ This property was disposed of during tax year 2025.

Income and Expenses

	2025	2024		2025	2024
Gross rental or royalty income			Guaranteed payments for services		
Advertising			Guaranteed payments for capital		
Auto and travel			Health insurance payments		
Cleaning and maintenance			Meals and entertainment		
Commissions			Other expenses (list)		
Insurance					
Legal and other professional fees					
Interest					
Repairs					
Taxes					
Utilities					
Wages and salaries					

8825 - Schedule A Deductions

	2025	2024		2025	2024
Asset management fee			Landscaping		
Bad debt expense			Leased employee expense		
Building Maintenance			Management fee		
Common Charges			Other taxes		
Contract Services			Prepayment penalty		
Debt extinguishment costs			Reimbursed wages/salaries (reimbursed to management co.)		
Ground rent			Section 481(a) adjustments		
Grounds Maintenance			Tenant renovations		
Homeowner association fee			Tenant services		
Incentive fee			Turnover expenses		

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 2025.
- ☐ This property was disposed of during tax year 2025.

Income and Expenses

2025

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)	

Income or Loss from Investments in Fiduciaries and Partnerships	
Partnership Name:	EIN:

EIN:

Provide all copies of Schedule K-1 and attachments

[illegible]

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

[illegible]

Installment Sale Income

Description of property _____

Date acquired	Date sold	2025	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 2025

Business

Commuting

Other

2025 Amount

Miles the vehicle was driven in prior years

Business

Total

Expenses

Garage rent

Gas

Insurance

Licenses

Oil

Parking fees

Rental fees

Interest

Property tax

2025 Amount

Repairs

Tires

Tolls

Lease addback

Other expenses

2025 Amount

[illegible]