

Tax Organizer for Partnership Returns

1065 Returns

Use this Organizer for LPs or LLCs (Taxed as Partnerships)

Partnership & LLC Tax Organizer **2013**

IMPORTANT

We will be unable to complete your tax return until we have received all necessary pages of the organizer including the client statement, payment information, ownership & partnership information pages.

WDGANDERSON

Tax Preparation | Bookkeeping 3225 McLeod Drive, Suite 100 Las Vegas, Nevada, 89121 Toll Free: 888-829-8447 Local: 702-487-3780 Fax: 702-664-0547 E-Mail: taxdept@DGAnderson.com

INSTRUCTIONS

- Please attach a copy of your previous year tax return if not prepared by either Anderson Business Advisors or De Joya Griffith CPAs.
- Complete the sections pertaining to your tax reporting requirements.
- Please check the organizer to make sure you are furnishing all the information needed to complete your return correctly and accurately.
- Use the last page of the organizer to write down questions you may have and we will address them during the preparation of the tax return.
- Please print out a Balance Sheet and a Profit & Loss Statement from your accounting program using cash basis.
- Please provide 1099-B Statements for all trading accounts.
- Please provide Gain/Loss Activity Reports in Excel format.
- Provide all HUD-1 and Closing Statement from Real Estate Activities

CLIENT STATEMENT

Tax returns are prepared in the order received. Completed Tax Organizers are due in our offices 30 days prior to the return deadline in order for DG Anderson to guarantee the timeliness of the return. In the event a Tax Organizer is received within the 30 day period prior to the tax deadline, Client will pay an expedite fee of \$150.00 to ensure timely completion and if received in the final 2 weeks before the deadline, Client will pay \$250.00 to ensure timely completion. If unable to complete by deadline, DG Anderson will request an extension on Client's behalf if that option is available.

The scope of work in connection with the preparation of your ("the Client") federal and state income tax returns is intended to be in compliance with the requirements issued by the various taxing authorities. Because tax laws are not always clear, honest differences of opinions may arise between our interpretation of laws and that of the various taxing authorities. We will assist you in resolving these differences in your favor whenever possible.

Client and/or your duly appointed representative agree not to hold DG Anderson liable for interpretations made with regard to any of the information supplied by Client and used in the preparation of the tax returns. Unless compelled to do so by law, DG Anderson does not disclose any irregularities or provide statements with regard to the validity of the information supplied by Client to any taxing authority.

All tax returns are subject to review and acceptance by the various taxing authorities. In the event of an examination or other taxing authority contact, DG Anderson can respond or represent your position to the taxing authority; however, there is a fee for this service. You may appeal any adjustments proposed by a taxing authority.

Please review any completed tax returns carefully. As preparers, we have a responsibility both to the various taxing authorities with whom we file tax returns as well as to our clients. Any client will remain liable for the contents of tax returns prepared by DG Anderson with data provided by said client.

All tax return preparation fees must be paid before the tax return can be electronically processed. Once payment is received and the proper forms are signed to electronically file the tax return, i.e. Form 8879, we will file the tax return

I/We acknowledge this statement by signature/signatures and dates below.

Signature (Required):	Date:			
Signature:	Date:			
*Name on Credit Card (Required):				
*Card Number (Required) Expiration Date Code				
By signing, you are authorizing DG Anderson to send you an invoice electronically (via email) and to charge the credit card provided above five (5) days after the invoice has been submitted to you.				
Check here if you would like a quote for the preparation fees based on the information provided in this Organizer before work is commenced.				
THIS PAGE MUST BE SIGNED AND RETURNED FAX: 702-664-0547 or EMAIL: taxdept@DGanderson.com				

	FAX COVER PA	<u>AGE</u>
	Attention: DG And	erson
TO:	DG Anderson - 702-664-0547	
	Attention:	
ROM:		
ATE:		
otal Nu	umber of Pages (Including Cover):	
	Client Statement Organizer for (Name:	
	Supporting Documentation	

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EXTENSION REQUEST

Partnership Tax Returns must be filed on or before April 15, 2014.

If you are unable to provide us with the necessary information to complete the return timely, you can file Form 7004 Application for an Extension of Time to File, and request an automatic five-month extension (for Partnerships).

We can file the extension for you. Here is what you need to do:

CONTACT DG ANDERSON BY WRITING <u>AT LEAST ONE MONTH</u> BEFORE THE DUE DATE OF THE TAX RETURN AND REQUEST THAT ANDERSON FILE THE EXTENSION ON YOUR BEHALF.

PLEASE EMAIL ALL REQUESTS TO TAXDEPT@DGANDERSON.COM.

Please provide a copy of the prior year Partnership Tax Return if not prepared by our offices (Anderson Business Advisors or De Joya Griffith).

Check here if you would like us to file an extension for your return. This is a free service so long as we file the return. If the extension deadline is reached and we have not filed your return, we will bill the card on file \$35 to cover the filing cost of the extension.

*if you need extensions filed for other entities, please contact our offices or download the 2013 Extension Request form and list all entities that require the filing of an extension.

If you are a first time filer, please provide copies of any documents in your possession concerning your EIN including the following: Form SS-4; Acceptance Letter from the IRS with the EIN Assigned; Invoice from the Formation of the Entity.

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Partnership or LLC Information (Complete all Fields)			
Name of Partnership or LLC :			
Business Address of Partnership or LLC			
		cer Title:	
		Telephone No.:	
E-mail address:			
Mail completed return to:			
		Yes Enter year-end date	
Is this the corporation's first tax return?	Yes No		
Is this the final tax return?	Yes No If yes, wh	at is the dissolution date?	
State of Formation:	State ID No:	State Tax ID Number:	
What date was the Partnership or LLC fo	ormed? (Found on the Char	ter Certificate):	
What is the principal business?			
What is the main product or service?			
Webfile No. (Texas Only):			
	Other Information		
Accounting Mathady Cash Cash		(Spacify)	
Accounting Method: Cash Account			
At any time during the year, did the Ent account in a foreign country?	ty have an interest in or signal No	gnature authority over a financial	
ARE ALL PARTNERS/MEMBERS ACTIVEL	PARTICIPATING IN THIS B	USINESS Yes No	
Are any of the Members claiming Real E reported in this Partnership?	state Professional Status fr □No	rom the real estate activities being	
If yes, DID THOSE MEMBERS SPEND A M SERVICE IN 2013 *QUALIFIED ACTIVITIES		NG HOURS AND AT LEAST 750 HOURS OF	
(*i.e. develop, redevelop, construct, reco	onstruct, acquire, convert,	rent, operate, manage, lease or sell)?	
ARE THEY DOCUMENTED IN WRITING?	□Yes □No		
Do you have a Corporation that owns a	n interest in this entity?]Yes []No	
If yes, please list name of Corporation?			
		OF THE PARTNERSHIP OR LLC OR HAS A ESTATE BEEN ASSIGNED TO THIS ENTITY?	
Is the Partnership publicly traded?	/es 🗌 No		

Ownership Information

**Please fill in all information – If shareholder is an individual, use the Social Security Number. If shareholder is an entity, use the EIN number

Name of Partner/Member	Address	Percentage of Ownership	SSN or EIN *required	General or Limited Partner?	Country of Citizenship?	
Attach Additional Pages if Necessary						

<u>Balance Sheet</u> <u>Assets</u>	
Cash in Bank on Last Day of Business Year (must have an amount)	\$
Trade Notes and Accounts Receivable (for accrual basis only)	\$
Inventories	\$
Other Current Assets (attach statement)	\$
Other Investments (attach statement)	\$
Buildings and Other Depreciable Assets	\$
Less accumulated Depreciation	\$
Land	\$
Intangible Assets	\$
Less Accumulated Amortization	\$
Total Assets	\$
Liabilities and Capital	
Accounts Payable	\$
Mortgages and Notes Payable in Less Than 1 Year (for accrual basis only)	\$
Other current liabilities (attach statement)	\$
All Nonrecourse Loans	\$
Mortgages, Notes Payable in 1 Year or More	\$
Other Liabilities (Attach Statement)	\$
Partners' Capital Accounts	\$
Total Liabilities and Capital	\$

INCOME			
IN LIEU OF THIS PAGE, THE BALANCE SHEET, PROFIT & LOSS STATEMENT, AND GENERAL YEAR-END MAY BE ATTACHED.	L LEDGER FOR THE PARTNERSHIP		
Business Income	\$		
Interest Received (Enclose all 1099-INT Forms)	\$		
Dividends Received (Enclose all 1099-DIV Forms)	\$		
<u>EXPENSES</u>			
(Business only, do not include Rental or Personal Expense	s here)		
PLEASE COMPLETE ONLY IF THE PARTNERSHIP BALANCE SHEET, GENERAL LE STATEMENTS ARE NOT ATTACHED .	EDGER AND PROFIT AND LOSS		
Organization Costs (Amount spent to form the Partnership or LLC) (Initial Year Return Only)	\$		
1. Bank Charges	\$		
2. Office Supplies (Including Printing & Copies)			
3. Business Licenses	\$		
4. Legal and Professional Services	\$		
5. Management Fees	\$		
6. Guaranteed Payments to Partners	\$		
<u>Other Expenses (Describe)</u>			
	\$		
	\$		
	\$		
	\$		
	\$		
PLEASE USE THE NEXT PAGE TO ENTER ALL RENTAL INCOME AND EX			

RENTAL "REAL ESTATE" PROPERTY AND ROYALTY INCOME

ATTACH HUD-1'S FOR ALL PROPERTY PURCHASES & REFINANCINGS IN 2013

Description of Property & Complete	Property Addres	s (ex: Single family	, Duplex, Condo, o	r Commercial)
Property ID (A)				
Property ID (B)				
Property ID (C)				
Property ID (D)				
Income				
<u></u>	(A)	(B)	(C)	(D)
Date Properties were available for				
Rents received (total for year)	\$	\$	\$	\$
Royalties received	\$	\$	\$	\$
-				
<u>Expense</u>	(A)	(B)	(C)	(D)
Auto (Used for Rental Properties)	\$	\$	\$	\$
Advertising and Promotion	\$	\$\$	\$\$	\$\$
Cleaning and Maintenance	\$	\$\$	\$\$	\$\$
Commissions	\$	\$\$	\$\$	\$\$
Insurance	\$	\$\$	\$\$	\$\$
Legal and Professional Fees	\$	\$\$	\$\$	\$\$
Mortgage Interest	\$	\$\$	\$\$	\$\$
Management Fees	\$	\$\$	\$\$	\$\$
Points Purchase/Refinancing	\$	\$\$	\$\$	\$\$
Repairs (Over \$250, Itemize Below)	\$	\$\$	\$\$	\$\$
Real Estate Taxes	\$	\$\$	\$	\$
Utilities	\$	\$\$	\$\$	\$\$
Meals/Entertainment	\$	\$\$	\$	\$\$
Other Expenses (List on Last Page)	\$	\$\$	\$	\$\$
	ASSETS FOR	DEPRECIATION		

Rental Asset Worksheet: Complete for all rental assets purchased. List any repairs, furnishings and appliances greater than \$250

Property ID	Date Purchased	Asset	Price	lf Sold, Date	Sale Price

Note: If you converted personal property items for rental use, under the heading 'date purchased,' please indicate the date when the asset was first used for the rental and under the heading 'price,' indicate fair market value of asset on the date of first rental use.

SALE OF REAL ESTATE Enclose copies of Form(s) 1099-S & CLOSING STATEMENTS HUD-1'S FOR ALL PURCHASES, SALES, AND **REFINANCINGS.** Description Date Acq'd Date Sold Sales Price Cost Basis Rental Investment _\$____\$_____ _____ _____\$____\$_____ _____\$__\$____ _____\$____\$_____ _____\$____\$_____ _____\$____\$_____ If the sold properties have been depreciated as prior rentals please provide all depreciation schedules.

LIKE KIND EXCHANGE	Ň
Was the exchange done with Related Parties (person or entity)? Yes No	
Please include:	
FOR PROPERTIES GIVEN UP:	
Purchase Closing Statements (HUD-1) If acquired by an exchange, include Form 8824- (on tax return year the property w	vas acquired)
Sale Closing Statements (HUD-1)	
Depreciation Statement (on Previous Year Tax Return)	
FOR PROPERTIES RECEIVED:	
Purchase Closing Statements (HUD-1)	
Value of other properties Received: (List)	
Cash received	\$
Exchange Cost	. \$
Accommodator Statement	
Itemize any other costs incurred. (List Below)	
Description	Amount
	\$
	\$
	\$
	\$

SALES OF STOCKS, BONDS, MUTUAL FUNDS AND OTHER SECURITIES

Is the brokerage account in the name of this partnership/LLC? Yes No If no, do not continue.

Please include the entire form 1099-B furnished from your Brokers along with a Gain/Loss Activity **Report in Excel format.** If the broker statements include the COST of the securities sold during the year and or you are sending printouts showing the cost of the securities sold, you <u>do not need</u> to complete this section.

DESCRIPTION OF PROPERTY	DATE ACQUIRED	DATE SOLD	SALES PRICE	COST BASIS
(1) TOTAL OPTIONS PURCHA	ASED IN 2013	\$		
(2) TOTAL OPTIONS PURCHA	ASED IN 2013 THA			
(3) TOTAL OPTIONS SOLD IN	2013	\$		
(4) LIST ANY OPEN OPTION	TRANSACTIONS AT	YEAR END ON LA	AST PAGE.	

ADDITIONAL INFORMATION OR COMMENTS