Tax Organizer for Traders

1065 Returns

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

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.

DG ANDERSON
TAX PREPARATION | BOOKKEEPING
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.

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 PAGE

Attention: DG Anderson

TO: DG Anderson - 702-664-0547

Attention: ______________________________

FROM: ____

DATE: ______________

Total Number of Pages (Including Cover): _________

THIS FAX INCLUDES THE FOLLOWING (CHECK ALL THAT APPLY):

- ☐ Client Statement
- ☐ Organizer for (Name: _______________________________________)
- ☐ Supporting Documentation
- ☐ Other ____

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 AT LEAST ONE MONTH 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 : ____________________

Employer ID Number (EIN): ____________ Signing Officer Title: ____________

Person to Contact about this Return: ____________ Telephone No.: ____________

E-mail address: ____________________

Mail completed return to: ____________________

Does your Partnership or LLC have a year-end other than Dec? ☐Yes ☐Enter year-end date ____________

Is this the partnership's first tax return? ☐Yes ☐No

Is this the final tax return? ☐Yes ☐No If yes, what is the dissolution date? ____________

State of Formation: ____________ State ID No: ____________ State Tax ID Number: ____________

What date was the Partnership or LLC formed? *(Found on the Charter Certificate)*: ____________

What is the principal business? ____________________

What is the main product or service? ____________________

Webfile No. *(Texas Only)*: ____________

Other Information

Accounting Method: ☐Cash ☐Accrual ☐Other ____________________ *(Specify)*

At any time during the year, did the Entity have an interest in or signature authority over a financial account in a foreign country? ☐Yes ☐No

ARE ALL PARTNERS/MEMBERS ACTIVELY PARTICIPATING IN THIS BUSINESS ☐Yes ☐No

Are any of the Members claiming Real Estate Professional Status from the real estate activities being reported in this Partnership? ☐Yes ☐No

If yes, DID THOSE MEMBERS SPEND A MAJORITY OF THEIR WORKING HOURS AND AT LEAST 750 HOURS OF SERVICE IN 2013 *QUALIFIED ACTIVITIES IN REAL ESTATE? ☐Yes ☐No

(*i.e. develop, redevelop, construct, reconstruct, acquire, convert, rent, operate, manage, lease or sell)?

ARE THEY DOCUMENTED IN WRITING? ☐Yes ☐No

Do you have a Corporation that owns an interest in this entity? ☐Yes ☐No

If yes, please list name of Corporation? ____________________

HAVE ALL PROPERTY TITLES BEEN TRANSFERRED INTO THE NAME OF THE PARTNERSHIP OR LLC OR HAS A BENEFICIAL INTEREST OF A LAND TRUST HOLDING TITLE TO REAL ESTATE BEEN ASSIGNED TO THIS ENTITY?
☐Yes ☐No

Is the Partnership publicly traded? ☐Yes ☐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

Balance Sheet

Assets

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 LEDGER FOR THE PARTNERSHIP YEAR-END MAY BE ATTACHED.

Business Income .... $ ____________

Interest Received *(Enclose all 1099-INT Forms)* .... $ ____________

Dividends Received *(Enclose all 1099-DIV Forms)* .... $ ____________

EXPENSES

(Business only, do not include Rental or Personal Expenses here)

PLEASE COMPLETE ONLY IF THE PARTNERSHIP BALANCE SHEET, GENERAL LEDGER AND PROFIT AND LOSS STATEMENTS ARE **NOT ATTACHED.**

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 .... $ ____________

Other Expenses (Describe)

____________________ $ ____________

____________________ $ ____________

____________________ $ ____________

____________________ $ ____________

____________________ $ ____________

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 do not need to complete this section.

DESCRIPTION OF PROPERTY	DATE ACQUIRED	DATE SOLD	SALES PRICE	COST BASIS

(1) TOTAL OPTIONS PURCHASED IN 2013 $__________

(2) TOTAL OPTIONS PURCHASED IN 2013 THAT ARE STILL OPEN AT THE END OF YEAR $__________

(3) TOTAL OPTIONS SOLD IN 2013 $__________

(4) LIST ANY OPEN OPTION TRANSACTIONS AT YEAR END ON LAST PAGE.

ADDITIONAL INFORMATION OR COMMENTS