

Prepared By:

Prepared For:



2015 Business Organizer

Questions

Partnership Preparation Checklist and Questionnaire.

Please check the appropriate box and include all necessary details and documentation.

	Yes	No
Partnership Information		
Did the partnership's address change from last year?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please explain: _____		
Did the tax matters partner's address or contact information change from last year?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please explain: _____		
Did the partnership change any bank accounts used for financial transactions during the tax year? If yes, please contact our office.	<input type="checkbox"/>	<input type="checkbox"/>
Did the partnership make any payments of rents, commissions, or other fixed or determinable income totaling \$600 or more to any one person during the year?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, did the partnership file, or will it file, all required Forms 1099?	<input type="checkbox"/>	<input type="checkbox"/>
If the partnership maintains inventory, was there a change in the method of determining quantities, cost, or valuations between opening and closing inventory during the year?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please explain: _____		
Partner Information		
Were there any changes to the partners' general information, for example, address changes?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please explain: _____		
Did any new partners join the partnership or any previously existing partners leave the partnership?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please explain: _____		
Did a partner sell or exchange any or all of their partnership interest in exchange for unrealized receivables (such as proceeds, services, or property where the partnership has a right to payment) or inventory items?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please explain: _____		
Did any partner transfer any capital to an existing or new partner, including any transfers for recently deceased partners?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please explain: _____		
Did any partner contribute cash or property to the partnership or take a cash distribution during the year?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please explain: _____		
Activity, Purchases, Sales, and Income Information		
Were there any significant changes in the partnership's business or operations during the year?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please explain: _____		
Did the partnership start a new business during the year?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please explain: _____		
Did the partnership sell an existing business, rental, or any other property during the year?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please explain: _____		
Did the partnership sell, exchange, or purchase any real estate during the year?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please explain: _____		
Did the partnership acquire new or additional interest in another partnership or trust?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please explain: _____		
Did the partnership distribute any guaranteed payments to a partner (payments or credits to a partner without a regard to the income of the partnership)?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please explain: _____		
Did the partnership receive interest or dividend income during the year? If so, provide copies of Forms 1099 received reflecting these amounts.	<input type="checkbox"/>	<input type="checkbox"/>
Did the partnership acquire or dispose of any stock during the year? If so, provide copies of Forms 1099 and any brokerage statements received reflecting these amounts.	<input type="checkbox"/>	<input type="checkbox"/>

- Did the partnership have any debts canceled or forgiven during the year?
- If yes, please explain: _____
- Did the partnership receive any income from property sold prior to this year?
- If yes, please explain: _____
- Did the partnership incur a casualty or theft loss or any condemnation awards during the year?
- If yes, please explain: _____
- Did the partnership make any cash or noncash charitable contributions? If yes, please provide evidence such as a receipt from the donee organization, a canceled check, or record of payment, to substantiate all contributions made.
- Did the partnership have a group health plan?
- If yes, please explain: _____
- Did the partnership pay any health insurance premiums for partners?
- If yes, please explain: _____
- Did the partnership make any contributions to a pension or IRA for partners?
- If yes, please explain: _____

Foreign Activity

- Did the partnership have any foreign income or pay any foreign taxes during the year, directly or indirectly, such as investment accounts or partnerships?
- If yes, please explain: _____
- Did the partnership have a financial interest in or signature authority over a financial account such as a bank account, securities account, or brokerage account located in a foreign country?
- If yes, please explain: _____
- Does the partnership have any foreign financial accounts, foreign financial assets, or hold interest in a foreign entity?
- If yes, please explain: _____