

LLC Name:

Questions

LLC Partnership Preparation Checklist and Questionnaire.

Please check the appropriate box and include all necessary details and documentation
for the 2021 Tax Year.

Yes No

Preparation Checklist

Did you sign and return the LLC Engagement Letter? If not, please do.

Provide any oral or written amendments to the partnership agreement or operating agreement.

Provide copies of correspondence with tax authorities regarding changes to prior year(s) returns if not already provided during the year.

Partnership Information

Did the partnership's address change from last year?

If yes, please explain: _____

Did the tax matters member's address or contact information change from last year?

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. Do not indicate bank account changes on this questionnaire for security.

Did the partnership make any payments of rents, commissions, or other fixed or determinable income totaling more than \$600 or more to any one person during the year?

Did the partnership make payments that require Form(s) 1099 to be filed?

If yes, did the partnership file or will it file all required Forms 1099?

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?

If yes, please explain: _____

Total number of Forms W-2 filed by the partnership _____

Members for LLC's

Were there any changes to the members' general information, for example, address changes?

If yes, please explain: _____

Did any new members join the partnership or any previously existing members leave the partnership?

If yes, please explain: _____

Did a member 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?

If yes, please explain: _____

Did any member transfer any capital to an existing or new member, including any transfers for recently deceased members?

If yes, please explain: _____

Did any member contribute cash or property to the partnership or take a cash distribution during the year?

If yes, please explain: _____

Are any of the partners a foreign individual, entity, or trust?

If yes, please explain: _____

If yes, was any withholding made for the foreign partners?

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?

If yes, please explain: _____

Did the partnership start a new business during the year?

If yes, please explain: _____

Did the partnership sell an existing business, rental, or any other property during the year?

If yes, please explain: _____

Did the partnership sell, exchange, or purchase any real estate during the year?

If yes, please explain: _____

Did the partnership acquire new or additional interest in another partnership or trust?

If yes, please explain: _____

Did the partnership distribute any guaranteed payments to a member (payments or credits to a member without a regard to the income of the partnership)?

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.

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.

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 pay any health insurance premiums for members?

If yes, please explain: _____

Did the partnership make any contributions to a pension or IRA for members?

If yes, please explain: _____

COVID-19 Information

Did the partnership receive a Paycheck Protection Program (PPP) loan?

If yes, did the partnership apply for Paycheck Protection Program (PPP) loan forgiveness?

Did the partnership receive any additional COVID-19 support?

If yes, provide detail: _____

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: _____

Email Contact Information

Does the partnership want to use web delivery to have the tax returns delivered through a secure client portal?

If yes, please list your current email address: _____