

2018 Form 1065 Tax Return

Preparation Checklist

Please utilize this tax return preparation checklist to assist you in gathering all the important tax records and tax documents needed to prepare your Federal Tax Return.

Before you send the Year-End Financials, please confirm the following if applicable:

- Accountant's prior year adjusting journal entries have been posted.
- All business expenses have been reimbursed and reflected on the current year Profit and Loss Statement.
- Please ensure that A/R and A/P balances agree with the internal aging reports on your accounting software, if applicable.
- QuickBooks Users - Review of Open Invoices Report to ensure that invoices and payments are all matched properly.
- All Note Receivable and Note Payable balances are adjusted to actual amounts as per year-end statements or loan history reports.
- If you have a capitalization policy in place, all assets (whether an improvement, betterment, restoration, or adaption) or material and supplies expenditures of \$2,500 or less are expensed when paid or incurred.
- Effective for 2018, the Tax Cuts and Jobs Act no longer allows a deduction for any activity considered to be entertainment, amusement, or recreation. Please make sure to break-out "Meals & Entertainment" into respective accounts. (eg: all meals are coded to "Meals" and all entertainment is coded to "Entertainment")
- Meals included with an entertainment expense on the same invoice need to be separately stated for the meals to be deductible. Otherwise the whole invoice amount will be considered entertainment.
- Effective for 2018, the centralized partnership audit rules do not provide for a tax matters partner (TMP). Instead, partnerships must designate a partnership representative (PR). The IRS will no longer send correspondence about any audit proceedings to the partners. Instead, the PR will receive all correspondence and will have broad authority to bind the partners. Congress has given the PR sweeping authority to act on the partnership's behalf, and to bind the partnership and the partners without their direct knowledge or involvement. The PR has sole authority to act on behalf of the partnership in all federal tax assessment matters. If you have not already done so, you should consider consulting with your attorney regarding any necessary changes to your partnership agreement.

If you are using QuickBooks as your accounting software, please provide a back-up file to be used in the preparation of the tax return along with the ADMIN password.

If you need any help or have any questions please do not hesitate to contact our office.

Please print this checklist, look it over, and check off those items that apply to you in the preparation of your tax return.

To complete your 2018 Partnership Tax Return, please forward:

- ___ Trial Balance (if QuickBooks not provided, then in excel file format)
- ___ Balance Sheet
- ___ Profit & Loss
- ___ Year-end Bank Statement(s) and Bank Reconciliation(s)
- ___ Quarterly Payroll Reports (Form 941 and TWC)
- ___ Form W-3
- ___ Form 940
- ___ Year-end Credit Card Statement(s) and Credit Card Reconciliation(s). If the credit card closing date is not the end of the month, then please provide the following month's credit card statement that includes the activity for the end of the tax year.
- ___ Fixed Assets – A list of current year acquisitions and dispositions. The list should include a description of the asset, date placed in service and amount. Please include invoices for any vehicle purchases.
- ___ Copies of Schedule K-1's received for investments owned by this entity.
- ___ Copies of all Form 1099's and other tax documents issued to the Partnership.
- ___ Listing of Health Insurance Premiums paid on behalf of each Partner
- ___ Did you make any payments that would require filing Form(s) 1099? Did you or will you file all required Form(s) 1099? Yes or No (**please circle**)
- ___ Has there been a change of address for the entity or any Partner? If yes, please provide updated information.
- ___ Has there been a change in ownership? If yes, please provide the date(s) and ownership percentages that changed. Also include the amounts involved in the ownership change transaction. We will need the name, address, SSN or EIN of any new partner or member.

- ____ Designated Partnership Representative (PR) (See last bullet point on Page 1)

PR Name: _____

U.S. Address: _____

U.S. taxpayer identification: _____

U.S. phone number: _____

- ____ If Designated Partnership Representative above is an entity, name of the designated individual for the PR.

Individual Name: _____

U.S. Address: _____

U.S. taxpayer identification: _____

U.S. phone number: _____

NOTE: Please include this signed Checklist with the above items.

Authorized Signature _____