

## **Tax Preparation Checklist for Partnerships and LLCs – Form 1065**

### **For New Clients:**

- ☐ Copy of previous year's Tax Return and K-1s
- ☐ Prior year depreciation schedules detailing asset cost, date placed in service, prior depreciation, and business use percentage
- ☐ Copy of Articles of Organization
- ☐ Copy of Operating Agreement
- ☐ Copy of Business License(s)
- ☐ Employee Identification Number (EIN)
- ☐ Shareholder Information
  - Full name, address, social security number
  - Number of shares each shareholder holds

### **For New & Returning Clients:**

- ☐ Filed Form W3/W2
- ☐ Filed Form 1099/1096
- ☐ Filed Form 941
- ☐ Ending Cash Balance or Bank Statement as of December 31
- ☐ Shareholder information regarding any:
  - Capital contributions, distributions, or loans to shareholders
  - Reasonable compensation paid to any employee/shareholder
  - Insurance plan provided to any shareholder
  - Changes in ownership
- ☐ Gross Income or GRT copies
- ☐ Financial Statements (if any)
  - Profit & Loss Statement
  - Balance Sheet
- ☐ Information regarding any business reorganization

**SALUDO ENTERPRISES, INC.**

Saludo's Tax & Bookkeeping Professional Services

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**If Unable to Provide Financial Statements:**

- ☐ Business Expenses (worksheets are available upon request)
- ☐ Account Receivables as of December 31
- ☐ Account Payable as of December 31
- ☐ Cost, Date Purchased, and description of Capital Assets