

Checklist

Partnership Name:

EIN:

Checklist

PARTNERSHIP YEAR-END CHECKLIST

This checklist is provided to help you gather necessary information to prepare your 2024 partnership tax return. Return this list, along with the supporting documentation, to our office and let us know of any significant changes from your 2023 tax year.

Accounting and Payroll Information

- ☐ Bank Account Balances
- ☐ Accounts receivable, if your organization uses accrual basis
- ☐ Accounts payable, if your organization uses accrual basis
- ☐ Inventory
 - ☐ Beginning year & ending year totals
- ☐ Settlement sheets, contracts, & finance terms for any equipment or real estate purchased or sold during the year
- ☐ Records of cash disbursements & cash receipts
- ☐ Sales totals
- ☐ Documentation for any loans acquired during the year
- ☐ Custom Checkbox Items
- ☐ General ledger
- ☐ Balance sheet and income statement
- ☐ Payroll reports showing employee gross wages and employer taxes paid for the year
 - ☐ Copies of quarterly & year-end payroll tax returns
 - ☐ Copy of Forms 1096, 1099, W-2, and W-3 filed by the partnership
 - ☐ All proof and documentation for Employee Retention Credit
- ☐ Guaranteed payments to partners

Farm Income (Schedule F)

- ☐ Schedule F

Fixed Asset Information

- ☐ Dealer's certification for the purchase of a new or used electric vehicle
- ☐ Assets purchased or newly placed in service (provide description, date acquired, purchase price, and any trade-in allowance)
- ☐ Assets disposed of during the year (provide description, date of disposition, sales proceeds, and any trade-in allowance)
- ☐ Lease agreements the partnership entered into during the year

Other Information

- ☐ Loans to and from partners
- ☐ Ownership changes (provide dates of changes and percentages received or given up for each partner)
- ☐ Tax-exempt interest or other tax-exempt income
- ☐ Interest and dividend income
- ☐ Charitable contributions
- ☐ Other income or deductions not included above