




## What I Need to File


### 2016 Checklist • 1065 Partnership Return

**Reminder: 2016 taxes are due March 15, 2017**

Completed	 Basic Information
<input type="checkbox"/>	Determine business return type for filing as registered with the IRS (Form 1065, 1120, or 1120S). If unsure, contact the IRS Business help line at 1-800-829-4933
<input type="checkbox"/>	Employer Identification Number (EIN) as registered with the IRS. If you don't have an EIN, apply online at IRS.gov
<input type="checkbox"/>	List of states and state ID numbers in which your business has nexus or a presence that requires reporting
<input type="checkbox"/>	Copy of partnership agreement or bylaws including any amendments
<input type="checkbox"/>	Last year's federal, state, and local tax returns
<input type="checkbox"/>	All amounts and dates for state and local estimated tax payments made
<input type="checkbox"/>	Estimated Taxes Paid

Completed	 Partner Information
<input type="checkbox"/>	Name, address, and SSN/EIN of each partner during the tax year
<input type="checkbox"/>	List of each partner's profit/loss/ownership percentage
<input type="checkbox"/>	Reports for all owner capital contributions, withdrawals, or loans
<input type="checkbox"/>	Reports for all partner guaranteed payments, compensation, and benefits including cost of medical and life insurance
<input type="checkbox"/>	Reports detailing any change in ownership during the tax year

Completed	 Documents Received
<input type="checkbox"/>	All Forms 1099-B, 1099-DIV, 1099-INT, 1099-K, or 1099-MISC received (or other records for dividends, interest, or business income)
<input type="checkbox"/>	Schedule K-1 received from entities that your business owns (lower tier entities)
<input type="checkbox"/>	All granted credit certificates issued by federal or state taxing authorities

Completed	 Business and Financial Records
<input type="checkbox"/>	Trial balance report from company books.
<input type="checkbox"/>	Bank and credit card records to support interest and other day-to-day business expenses
<input type="checkbox"/>	Copy or summary of all Form 1099 and W-2 issued
<input type="checkbox"/>	Reports detailing all federal unemployment, Social Security, and Medicare tax paid (Forms 940 & 941)
<input type="checkbox"/>	Reports of state and local payroll tax paid
<input type="checkbox"/>	If business was conducted in multiple states, compile a report of sales, payroll, and property values for each state

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**Reminder: 2016 taxes are due April 17, 2017**

- Reports for inventory including cost of goods or materials purchased for resale or manufacture and the total value of goods or materials at the end of year

Completed

 Asset Records

- Prior year depreciation schedules detailing asset cost, date placed in service, prior depreciation, and business use percentage
- Date of purchase, cost, trade-in allowance, and business use percentage for all assets acquired during the tax year
- Date of purchase, cost, sales proceeds, trade-in allowance, expenses of the sale, and accumulated depreciation for all assets disposed of during the tax year
- Mileage log for each owned or leased vehicle (business use and total use)
- Reports for business use percentage and actual expenses for each owned vehicle (gas and maintenance costs)

 Notes