

PARTNERSHIP INFORMATION

NAME	
ADDRESS	
CITY, STATE, ZIP	
PHONE #	
EMAIL ADDRESS	
COUNTY	
EMPLOYER IDENTIFICATION #	

**If we prepare financial statements for your partnership you do not need to complete this form.*

INCOME INFORMATION

INCOME

Gross receipts from sales

Proceeds from sales of depreciable assets

INVESTMENT INCOME

1099-INT (Interest Income)

1099-DIV (Dividend Income)

1099-B (Proceeds from the sale of stocks, bonds, etc.)

Basis information for all stock sales

Rents/Royalties

EXPENSES

Purchases (cost of goods purchased for sale)

Guaranteed payments to partners

Wages (provide W-2s)

Payroll tax expenses (provide 941s, UC-1s, 940s)

Other tax expenses

Licenses and fees

Auto expenses (for depreciable business autos)

Repairs and maintenance

- Rent expense
- Employee benefits
- Pension and profit sharing plans
- Interest expense
- Advertising
- Utilities
- Telephone (a percentage of cell phone cost can also be allocated to business u
- Insurance
- Office expense
- Other miscellaneous

OTHER

- Ending balance of all checking and savings accounts
- Ending balance of all partnership loans
- Invoices for major machinery, equipment, furniture, etc.
- Records of business mileage
- Ending inventory
- Accrued payroll taxes (provide WH-1s, etc.)
- Accrued sales taxes (provide ST-103s)
- Distributions to partners (please provide a total for each partner)

*****WHAT IS YOUR PREFERRED CONTACT METHOD?**