Partnership tax organizer (Form 1065)

2026 tax year, Form 1065 and Schedules K-1

Prepared for the clients of (firm name)

Your name, and your spouse's if filing jointly

Complete one organizer for the partnership. Fill in the partner block once per partner.

For each yes, attach the documents listed. Capital figures should tie to last year's K-1 forms.

Attach the partnership agreement if it changed this year, or if your preparer has never seen it.

The partnership

Based on: Form 1065, page 1, items A to J

Partnership name, EIN and address

Date formed, state of formation and tax year end

Accounting method: cash or accrual

Was the partnership agreement signed or amended this year? ◯ Yes ◯ No
If yes, send: Partnership agreement and every amendment

Was the partnership closed, merged or sold during the year? ◯ Yes ◯ No
If yes, send: Sale or dissolution documents with dates

Do you have last year's Form 1065 with all Schedules K-1? ◯ Yes ◯ No
If yes, send: Prior-year Form 1065, Schedules K-1 and depreciation schedule

Did the partnership receive, sell, exchange or otherwise dispose of any digital asset? ◯ Yes ◯ No
If yes, send: Exchange or wallet reports for the year; Form 1099-DA, if issued

Partners

Based on: Schedule K-1 (Form 1065), Part II, items J and L

Partner name, SSN or EIN, address and type of partner

Profit, loss and capital percentages at the start and end of the year

Did a partner join, leave or sell an interest during the year? ◯ Yes ◯ No
If yes, send: Date of the change; Purchase or redemption agreement

Is there a section 754 election in place, or do the partners want one? ◯ Yes ◯ No
If yes, send: Prior-year return showing the election, if made

Is any partner a foreign person? ◯ Yes ◯ No
If yes, send: Form W-8 for that partner

Capital and partner payments

Based on: Schedule K-1, item L and box 4; Publication 541

Did a partner contribute cash during the year? ◯ Yes ◯ No
If yes, send: Date and amount, by partner

Did a partner contribute property? ◯ Yes ◯ No
If yes, send: Description and value; The partner's purchase records for the property

Distributions to each partner, with dates and amounts

Did the partnership pay guaranteed payments to a partner? ◯ Yes ◯ No
If yes, send: Amounts by partner, for services and for capital

Did the partnership pay health insurance for a partner? ◯ Yes ◯ No
If yes, send: Premium statements, by partner; Whether the books treat them as guaranteed payments or as distributions

Are there loans between the partnership and a partner? ◯ Yes ◯ No
If yes, send: Promissory notes; Interest and repayment records

Loans of the partnership at year end: recourse, nonrecourse or qualified nonrecourse, and any partner guarantee
Send: Loan statements with year-end balances; Guarantee agreements

Has any partner guaranteed a debt or agreed to restore a deficit in their capital account? ◯ Yes ◯ No
If yes, send: Guarantee or deficit restoration terms in the agreement

Partnership representative

Based on: Instructions for Form 1065, Designated Partnership Representative; Form 8979

Name, address and phone of the partnership representative

Is the representative an entity? ◯ Yes ◯ No
If yes, send: Name and contact of the designated individual

Do the partners want to review the election out of the centralized audit regime? ◯ Yes ◯ No
If yes, send: List of all partners with their type

Books, income and payroll

Based on: Form 1065, page 1; Schedules L, M-1 and M-2; Forms 941 and 940

Year-end trial balance, profit and loss and balance sheet
Send: Reports as of the last day of the tax year

Does the partnership have bank, card or loan accounts? ◯ Yes ◯ No
If yes, send: December statements for each account; Loan statements with balances and interest

Did the partnership receive Forms 1099-K, 1099-NEC or 1099-MISC? ◯ Yes ◯ No
If yes, send: Every Form 1099 received

Did the partnership have employees? ◯ Yes ◯ No
If yes, send: Forms 941 for each quarter; Form 940; Forms W-2 and W-3

Did the partnership pay contractors $2,000 or more? ◯ Yes ◯ No
If yes, send: Form W-9 for each contractor; Copies of the Forms 1099 filed

Property, investments and states

Based on: Form 8825; Form 4562; Schedules K-2 and K-3

Does the partnership own rental real estate? ◯ Yes ◯ No
If yes, send: Rents and expenses for each property; Property tax bills and mortgage statements

Did the partnership buy or sell equipment or property? ◯ Yes ◯ No
If yes, send: Invoices and closing statements; Prior-year depreciation schedule

Did the partnership receive K-1 forms from other partnerships? ◯ Yes ◯ No
If yes, send: Every Schedule K-1 received

Did the partnership have foreign income, foreign taxes or foreign accounts? ◯ Yes ◯ No
If yes, send: Foreign statements and tax receipts

Does the partnership do business in other states? ◯ Yes ◯ No
If yes, send: Last year's state returns; State payments made for partners

Anything else your preparer should know