SMALL BUSINESS ASSOCIATES, INC.
Molders of Successful Businesses

PARTNERSHIP TAX RETURN NEEDED INFORMATION LIST

It is extremely important that you prepare for our tax visit. {*SBA Tax Meeting:*__________________________}
Try to keep this appointment if at all possible, since a cancellation may result in a re-scheduling delay of several weeks. If you are unable to keep the appointment, please advise me promptly (610) 767-9560.

Please bring these items with you:

1. **Your up-to-date business recordkeeping system, business car mileage (total & business use) by car & all car expenses itemized by type, travel and entertainment expenses, itemized.**

2. A record of your receipts and expenses for any rental property.

3. Your partnership tax return for 2009.

4. Any 1099's received.

5. A record of other income.

6. A decision whether or not to utilize an pension plan and any plan information if you already have one in place.

7. Interest paid on any partnership mortgages, notes, charge cards, credit lines, etc. **and** ending balances.

8. Partnership payments of real estate taxes.

9. A record of all payroll and payroll taxes paid in 2010.

10. A record of all contributions and draws made by partners to and from the Partnership during the year.

11. If you have an office in your or a Partner's home: area used for business and total area of home, utilities paid, real estate taxes paid, mortgage interest paid, when home was purchased and cost and date of improvements made.

12. A record of all Partnership asset sales; original purchase date and cost, and sale date and amount received.

13. An itemized list of all Partnership accounts receivable and accounts payable as of 12/31/10.

14. A Partnership inventory valuation as of 12/31/10. Your cost, not your selling price.

15. Your 2010 Partnership checkbook and savings account information. We will need ending balances.

16. A <u>detailed list of business assets acquired</u> in 2010 along with <u>dates put into service and cost.</u>

17. Social Security numbers and addresses for all Partners that were involved in the Partnership any time during the year.

18. Your Federal and State tax forms, booklets, coupons, or labels.

19. If the Partnership sold any real estate:
    a. The real estate sale settlement sheet and your purchase settlement sheet
    b. A record of all improvements made to the real estate you sold, including any sale fix-up expenses;

20. An itemized list of any fringe benefits paid by the Partnership, such as medical insurance, life insurance, etc.

21. Your Pennsylvania Sales Tax number.