

It is time to begin preparation of your 2016 Partnership tax return. Please ensure that the following information is in our office by **March 3, 2017** in order to facilitate completion by the April 18, 2017 due date. I will prepare returns in the order they are received, and returns received after March 3rd will most likely be extended. **Because partners will need the 1065 form in order to pepare their individual returns; we recommend getting us the partnership information as soon as feasible.**

• Quicken or Quickbooks back-up disk. Regular back-up, **NOT** accountant's back-up. **Please provide password.**

• Description, acquisition date and cost of equipment purchased in 2016. If this information is in Quickbooks, please indicate what was purchased in the memo section.

• Date, sales price and description of equipment sold in 2016. Indicate which Quickbooks account the proceeds were recorded to.

• If Hendrick & Kellison, LLC does not prepare your quarterly payroll reports, please provide copies of quarterly payroll reports (Forms 941 and OQ) and year-end payroll reports (Forms 940, W-2 and W-3). Often times your payroll service can send a pdf version directly to our office. Please send these files to hk\_cpa@mkcpa.us.

• Copy of December 31, 2016 bank statement(s) and bank reconciliations for **all** bank and investmen**t** accounts.

• Copy of December 31, 2016 credit card statement(s) showing year-end balance.

• Year-end account statements showing December 31, 2016 balance on **all** partnership loans, notes payable, and mortgages.

• **Any 1099 forms received (1099MISC, 1099K, 1099INT, 1099DIV, etc.)**

For accounting packages other than Quickbooks, please include the following in place of the above requested computer back-up:

 • Income statement, showing revenues and expenses, for 1/1/16 to 12/31/16

 • Balance Sheet for 12/31/16

 • General Ledger or other account detail

The above information can be mailed, emailed (hk\_cpa@mkcpa.us) or dropped off at our office. Located to the left of our door is a locked drop box which is available 24 hours a day. I look forward to receiving your information and will attempt to provide quick processing of your tax returns.

Sincerely,



Michele Kellison, CPA, CFP™

Hendrick & Kellison, LLC