

2020 Tax Organizer for Real Estate, LPs & LLCs 1065 Returns



Nevada
3225 McLeod Drive
Las Vegas, NV 89121
Fax: 702.664.0545

Washington
732 Broadway, Suite 201
Tacoma, WA 98402
Fax: 253.238.0003

Wyoming
1718 Capitol Avenue
Cheyenne, WY, 82001

800.706.4741
www.AndersonAdvisors.com

Use this Organizer for LPs or LLCs taxed as Partnerships holding Real Estate

IMPORTANT

We are not able to complete your tax return until we have received the completed Tax Organizer and all required documentation, including but not limited to the Client Statement, payment information, corporate information, and ownership information.

Anderson Business Advisors
3225 McLeod Drive, Suite 100
Las Vegas, NV 89121

Toll Free: 800.706.4741
Local: 702.214.1100
Fax: 702.664.0547

E-Mail: organizers@andersonadvisors.com
Secure Online Upload Page: <https://andersonadvisors.com/upload-documents/>

FAX COVER PAGE

Attention: Tax Preparation Department

To: Anderson Business Advisors: 702.664.0545

Attention:

From:

Date:

Total Number of Pages: (including cover page)

THIS FAX INCLUDES THE FOLLOWING (Check all that apply)

- Client Statement
- Organizer for (Name: _____)
- Supporting Documents
- Other

You may also upload all documents securely online at:
<https://andersonadvisors.com/upload-documents/>

CLIENT STATEMENT

Anderson Business Advisors' Tax Department will start accepting Tax Organizers to prepare 2020 tax year returns starting January 15th, 2021. Please complete the Tax Organizer to the best of your ability.

Tax returns are prepared in the order received. Any Tax Organizers submitted within 1-30 days prior to the deadline may need to file an extension (if possible) OR require an expedite fee of \$300. If your Tax Organizer is received within the final two weeks before the deadline, we will not guarantee that the return will be completed on time. All tax liabilities are still due and payable by the original filing deadline to avoid underpayment penalties and interest

The scope of work in connection with the preparation of your ("the Client") federal and state tax returns is intended to be in compliance with the requirements issued by the various taxing authorities. Because tax laws are not always clear, honest differences of opinions may arise between our interpretation of laws and that of the various taxing authorities. We will assist you in resolving these differences in your favor whenever possible.

You and/or your duly appointed representative agree not to hold Anderson Business Advisors ("Anderson") liable for interpretations made with regard to any of the information supplied by Client and used in the preparation of the tax returns.

Unless compelled to do so by law, Anderson does not disclose any irregularities or provide statements as to the validity of the information supplied by Client to any taxing authority.

All tax returns are subject to review and acceptance by the various taxing authorities. In the event of an examination by the IRS or other taxing authority, contact Anderson. We can respond or represent your position to the taxing authority; however, there is a fee for this service. You may appeal any adjustments proposed by a taxing authority.

Please review your completed tax returns carefully. As preparers, we have a responsibility both to the various taxing authorities with whom we file tax returns as well as to our Clients. You remain liable for the contents of your tax returns prepared by Anderson from the data you provide.

All tax return preparation fees must be paid before the tax return can be electronically submitted to the taxing authority. Our minimum fee for the preparation of a tax return \$600 (\$500 if you have a tax package.) Once payment is received and the proper forms are signed authorizing Anderson to electronically file the tax return, Anderson will then electronically file the tax return.

By signing this document I acknowledge this statement and the dates below

Signature:

Name on Credit Card:

Last 4 digits of Credit Card being used (if Tax Package is not used):

By submitting this form, you are authorizing Anderson Business Advisors to send you an invoice electronically (via email or Box.com) and to charge the credit card provided above five (5) days after the invoice has been submitted to you.

Would you like to use your prepaid tax package time for this return or have a quote prior to preparing your return?

Yes No

Please be advised, this form must be completed as your official consent to prepare your return(s).



Anderson Law Group, PLLC
3225 McLeod Drive
Las Vegas, NV 89121

Dear Valued Client:

This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom returns are prepared to confirm the following arrangements.

We will prepare your 2020 federal and requested state income tax returns from information that you furnish us. We do not audit or otherwise verify the data you submit, although it may be necessary to ask you for clarification of some of the information. We will furnish you with questionnaires and/or worksheets to guide you in gathering the necessary information. Your use of such forms assists in keeping pertinent information from being overlooked.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all the documents, canceled checks, and other data that form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign them.

Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover defalcations or other irregularities, should any exist. We will render such accounting and bookkeeping assistance as determined to be necessary for preparation of the income tax returns.

We will use professional judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. Unless otherwise instructed by you, we will resolve such questions in your favor whenever possible.

The law provides various penalties that may be imposed when taxpayers understate their tax liability. If you would like information on the amount or the circumstances of these penalties, please contact us. Your returns may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examination, we will be available upon request to represent you and will render additional invoices for the time and expenses incurred.

Our fee for these services will be based upon the amount of time required at standard billing rates plus out-of-pocket expenses. All invoices are due and payable upon presentation.

If the foregoing fairly sets forth your understanding, please sign the enclosed copy of this letter in the space indicated and return it to our office. However, if there are other tax returns you expect us to prepare, such as gift and/or property, please inform us by noting so just below your signature at the end of the returned copy of this letter.

We want to express our appreciation for this opportunity to work with you.

Sincerely,

Anderson Business Advisors Tax Team

Accepted By:

Date:

Additional Returns (if applicable):

Anderson Law Group, PLLC
3225 McLeod Drive
Las Vegas, NV 89121

PRIVACY POLICY

Certified Public Accountants (CPAs), like all providers of personal financial services, are now required by law to inform their clients of their policies regarding privacy of client information. CPAs have been and continue to be bound by professional standards of confidentiality that are even more stringent than those required by law. Therefore, we have always protected your right to privacy.

TYPES OF NONPUBLIC PERSONAL INFORMATION WE COLLECT

We collect nonpublic personal information about you that is either provided to us by you or obtained by us with your authorization.

PARTIES TO WHOM WE DISCLOSE INFORMATION

For current and former clients, we do not disclose any nonpublic personal information obtained in the course of our practice except as required or permitted by law. Permitted disclosures include, for instance, providing information to our employees and, in limited situations, to unrelated third parties who need to know that information to assist us in providing services to you. In all such situations, we stress the confidential nature of information being shared.

PROTECTING THE CONFIDENTIALITY AND SECURITY OF CURRENT AND FORMER CLIENTS' INFORMATION

We retain records relating to professional services that we provide so that we are better able to assist you with your professional needs and, in some cases, to comply with professional guidelines. In order to guard your nonpublic personal information, we maintain physical, electronic, and procedural safeguards that comply with our professional standards.

Please call if you have any questions, because your privacy, our professional ethics, and the ability to provide you with quality financial services are very important to us.

Partnership or LLC Information

2020

Taxpayer:

First Name and Initial	Last Name		
Name of Entity	Employer ID Number (EIN)	Signing Officer Title	
Street address of Business	City	State	Zip
Daytime/Work phone Number	Cell phone	Email	

Return Information:

Mail Completed Return	City	State	Zip
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Entity Information:

Does your Entity have a year end other than Dec?	Yes	No
If Yes, When?		
Is this the Partnerships first return?		
Is this the final tax r eturn?		
If Yes, what is the D issolution date?		
State of Formation	State ID No.	State Tax ID Number
What date was the Partnership or LLC formed?	What is the principal business?	
What is the main pr oduct service?		
Webfile Number (TX Only)	SOS Number (CA Only)	

Account Method	Cash	Accrual	Other	If other please explain

At any time during the year, did the entity have an interest in or signature authority over a financial account in a foreign country?	Yes	No
Are all partners/ members actively participating in this business?		
Are any of the members claiming Real Estate Professional Status from the real estate activities being reported in this Partnership?		
If yes, did those member s spend a majority of their working hours and at least 750 hours of service in qualified activities in Real Estate?		
Are the documen ted in writing?		
Do you have a Corporation that owns an in terst in this entity		
If yes, please list name o f Corporation?		
Have all property titles been tr ansfered into the name o f the partnership or LLC or has a bene ficial interest of a land trust holding title to Real Estate been assigned t o this etnity?		
Is the Partnership publicly traded?		

Ownership Information

2020

Please fill in all information- If Partner/Member is an individual, use Social Security Number. If Partner/Member is an entity, use EIN number

	Name of Partner/Member	U.S. Citizen Yes No	If no, Where?	Street Address	City
A					
	State	Zip	Partner/Member's Social Security Number/EIN	If Partnership General or Limited Partner?	Ownership%
A					

	Name of Partner/Member	U.S. Citizen Yes No	If no, Where?	Street Address	City
B					
	State	Zip	Partner/Member's Social Security Number/EIN	If Partnership General or Limited Partner?	Ownership%
B					

	Name of Partner/Member	U.S. Citizen Yes No	If no, Where?	Street Address	City
C					
	State	Zip	Partner/Member's Social Security Number/EIN	If Partnership General or Limited Partner?	Ownership%
C					

	Name of Partner/Member	U.S. Citizen Yes No	If no, Where?	Street Address	City
D					
	State	Zip	Partner/Member's Social Security Number/EIN	If Partnership General or Limited Partner?	Ownership%
D					

	Name of Partner/Member	U.S. Citizen Yes No	If no, Where?	Street Address	City
E					
	State	Zip	Partner/Member's Social Security Number/EIN	If Partnership General or Limited Partner?	Ownership%
E					

Do you have more Partners/Members? Yes No

Were there any changes in ownership during the year? Yes No

Financial Statements

2020

If you have a balance sheet and profit and loss statement please upload those documents or include them when you fax in this organizer, then you can skip this section.

Balance Sheets

Assets	Amount
Cash in Bank on Last Day of Business Year	
Trade Notes and Accounts Receivable (for accrual basis only)	
Inventories	
Other Current Assets (attach statement)	
Other Investments (attach statement)	
Buildings and Other Depreciable Assets	
Less accumulated Depreciation	
Land	
Intangible Assets	
Les accumulated Amortization	
Total Assets	

Liabilities and Capital	Amount
Accounts Payable	
Mortgages and Notes Payable in Less Than 1 Year (accrual basis only)	
Other current liabilities (attach statement)	
All Non-recourse Loans	
Mortgages, Notes Payable in 1 Year or More	
Other Liabilities (Attach Statement)	
Common Stock	
Additional Paid in Capital	
Total Liabilities and Capital	

Statement of Income	Amount
Business Income	
Interest Received (Enclose all 1099-INT Forms)	
Dividends Received (Enclose all 1099-DIV Forms)	

	Amount
Organization Costs	
Bank Charges	
Office Supplies (Including Printing & Copies)	
Business Licenses	
Legal and Professional Services	
Management Fees	
Guaranteed Payments to Partners	

Other	
Other	
Other	
Other	
Other	

Please include the entire form 1099-B furnished from your Brokers along with a Gain/Loss Activity Report in Excel format. If the broker statements include the COST of the securities sold during the year and or you are sending printouts showing the cost of the securities sold, you do not need to complete this section.

	Description of Property & Complete Property Address (ex: Single family, Duplex, Condo, or Commercial)	Date Property Became Available	Rents Recieved	Royalties Recieved
A				
B				
C				
D				

Property A

Expense	Amount	Expense	Amount
Auto (Used for Rental Properties)		Advertising and Promotion	
Cleaning and Maintenance		Commissions	
Insurance		Legal and Professional Fees	
Mortgage Interest		Management Fees	
Points Purchase/Refinancing		Repairs (over \$250, itemized below)	
Real Estate Taxes		Utilities	
Meals		Other Expenses (List on Last Page)	

Property B

Expense	Amount	Expense	Amount
Auto (Used for Rental Properties)		Advertising and Promotion	
Cleaning and Maintenance		Commissions	
Insurance		Legal and Professional Fees	
Mortgage Interest		Management Fees	
Points Purchase/Refinancing		Repairs (over \$250, itemized below)	
Real Estate Taxes		Utilities	
Meals		Other Expenses (List on Last Page)	

Property C

Expense	Amount	Expense	Amount
Auto (Used for Rental Properties)		Advertising and Promotion	
Cleaning and Maintenance		Commissions	
Insurance		Legal and Professional Fees	
Mortgage Interest		Management Fees	
Points Purchase/Refinancing		Repairs (over \$250, itemized below)	
Real Estate Taxes		Utilities	
Meals		Other Expenses (List on Last Page)	

Property D

Expense	Amount	Expense	Amount
Auto (Used for Rental Properties)		Advertising and Promotion	
Cleaning and Maintenance		Commissions	
Insurance		Legal and Professional Fees	
Mortgage Interest		Management Fees	
Points Purchase/Refinancing		Repairs (over \$250, itemized below)	
Real Estate Taxes		Utilities	
Meals		Other Expenses (List on Last Page)	

Start-Up and Organizational Expenses

Record costs and fees prior to the beginning of operations.

Is this the first tax return filed by this Entity? Yes No
If yes, complete the information below.

	Amount
Organizational costs	
Start-Up Costs	
Professional Fees	
License & Permit Fees	
Equipment	
Supplies	
Other start-up costs	

