

PARTNERSHIP ORGANIZER

YEAR _____

GENERAL INFORMATION SHEET

Please complete or correct the following information below which applies to you

Partnership Name	_____
Street Address	_____
City, State & Zip	_____
Business Activity	_____
Employer ID#	_____
Telephone	_____
Fax	_____
E-Mail	_____
Date Business Started	_____

Partner's SSN _____
Partner's Name – 1 _____
Street Address _____
City, State & Zip _____
% of Ownership _____

Partner's SSN _____
Partner's Name – 2 _____
Street Address _____
City, State & Zip _____
% of Ownership _____

Partner's SSN _____
Partner's Name – 3 _____
Street Address _____
City, State & Zip _____
% of Ownership _____

Partner's SSN _____
Partner's Name – 4 _____
Street Address _____
City, State & Zip _____

Partnership Name _____

DEPOSITS AND DISBURSEMENTS

Checkbook Balance at Beginning of Year \$ _____

Deposits:

- Sales _____
- Interest Income _____
- Other Income _____
- Show Detail on pg.4-----Sale of Assets _____
- Show Detail on pg. 3-----Capital Contributed By Partners _____
- Show Detail on pg. 3-----Loans Deposited _____

Total Deposits \$ _____

Total Deposits and Beginning Balance \$ _____

Disbursements:

- Advertising _____
- Commissions _____
- Charitable Contributions _____
- Electricity _____
- Gas & Oil _____
- Heat _____
- Health Insurance _____
- Insurance, Other _____
- Interest _____
- Legal & Accounting _____
- License & Tolls _____
- Materials & Freight _____
- Office Expense _____
- Payroll Taxes _____
- Penalties & Fines _____
- Real Estate Taxes _____
- Rent to Others (include leases) _____
- Rent to Partners (Detail by Partner on Back of Sheet) _____
- Repairs _____
- Sales Tax _____
- Sub-Contract _____
- Supplies & Small Tools _____
- Telephone _____
- Wages _____
- Equipment & Building Purchases _____
- Show Detail on pg. 3-----Loans Paid Out _____
- Show Detail on pg.3-----Capital Withdrawn _____
- Partners Weekly Draw _____
- Meals _____
- _____
- _____

Total Disbursements \$ _____

Checkbook Balance at End of Year \$ _____

Partnership Name _____

ASSETS, LIABILITIES & PARTNER'S EQUITY

	<u>Beginning of Year</u>	<u>End of Year</u>
Checkbook Balance	\$ _____	\$ _____
Savings Account Balance	_____	_____
Accounts Receivable	_____	_____
Inventory	_____	_____
Accounts Payable	_____	_____
Payroll Taxes	_____	_____
Sales Tax Payable	_____	_____
_____	_____	_____
_____	_____	_____

Note: Accounts Payable should only include direct costs (material and subcontract)

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<u>Loans Detail</u>	<u>Interest Rate</u>	<u>Loans Deposited</u>	<u>Loans Paid Out</u>	<u>End of Year Loan Balance</u>
.....	_____	_____	_____	_____
.....	_____	_____	_____	_____
.....	_____	_____	_____	_____
.....	_____	_____	_____	_____
.....	_____	_____	_____	_____
.....	_____	_____	_____	_____
Totals (should agree with page 2)		\$ _____	\$ _____	\$ _____

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Partner's Capital Detail

<u>Partner's Name</u>	<u>Capital Contributed By Partners</u>	<u>Capital Withdrawn (Profit Distribution)</u>
#1	_____	_____
#2	_____	_____
#3	_____	_____
#4	_____	_____
#5	_____	_____
#6	_____	_____
Totals (should agree with page 2)	\$ _____	\$ _____

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