LLC Tax Organizer

Use a separate organizer for each LLC

LLC General	Information										
Legal name of LLC							EIN		-		
LLC address 🖵 (check if new address)											
LLC Represen	ntative				Title						
					Email			Pho	ne ()	
Principal bus											
	duct or service				1. 0.0						
	Yes No Was the primary purpose of the LLC activity to realize a profit?										
	method: Cash Accrual Other (specify)										
	Does the LLC file under a calendar year? (If no, what is the fiscal year?) Has the LLC made the election to be taxed as a composition?										
	□ Yes □ No Has the LLC made the election to be taxed as a corporation? If the LLC is an S corporation, provide a copy of Form 2553, <i>Election by a Small Business Corporation</i> , and the acceptance letter from the IRS.										
LLC Specific	· · · · · · · · · · · · · · · · · · ·	. <u></u>	0110	<u>, , , , , , , , , , , , , , , , , , , </u>	ion og ir oninn		corporation, all	u ute accept			0 1100
□ Yes □ No										ing	
□ Yes □ No	Are all members				iess?						
🗆 Yes 🗖 No	Is any member in	the LLC a dis	regai	rded entity, a p	artnership, a	rust, an S	S corporation,	or an estate	?		
□ Yes □ No	Is the LLC a parts		•	*							
□ Yes □ No	indirectly 50% or	Did any foreign or domestic corporation, partnership, trust, tax-exempt organization, individual, or estate own directly or indirectly 50% or more of the profit, loss, or capital of the LLC? Did the LLC own directly 20% or more, or own directly or indirectly, 50% or more of the total voting power of all classes of									
🗆 Yes 🗖 No	Did the LLC own stock entitled to v	ote of any for	or mo	ore, or own dir or domestic co	ectly or indire	ctly, 50%	or more of the	e total votin	g powe	r of all class	es of
□ Yes □ No	Did the LLC have					ad the te	erms modified	so as to red	uce prir	ncipal amou	nt of debt?
□ Yes □ No	At any time duri				0						
□ Yes □ No		• •				*				0	
□ Yes □ No	Was there a distribution of property or a transfer (by sale or death) of an LLC interest during the tax year? Does the LLC satisfy the following conditions? • The LLC's total receipts for the tax year were less than \$250,000, and • The LLC's total assets at the end of the tax year were less than \$1 million.										
🗆 Yes 🗅 No	Did the LLC pay	\$600 or more t	o any	y individual? I	f yes, include	a copy of	f Form 1099-M	ISC for each	l .		
Principal Me	embers Ownershi	ip Information	I								
Name Tax ID number (SSN or EIN) Address							Ownership percentage			U.S. citizen?	
LLC Other Tra	ansactions						I				1
		Guaranteed	Hea	lth insurance	Capital contra	ibutions	Distributions	Member la	oans to	Loans repa	id by LLC
Member name		payments		niums paid	from member	.0 4110110	to member	the LLC		to member	
All Cliente -	Additional informat	tion and dooums	nto r	oquirod		Now C	lionte — Additi	anal informa	tion and	dooumonto	required
 All Clients – Additional information and documents required Provide the income/financial statements for the year (per books), balance 						New Clients – Additional information and documents required Date LLC formed					equiled
sheet, depreciation schedule per books, and cash reconciliation of business						State LLC formed in					
 bank accounts with ending cash balance. If the LLC has employees or paid independent contractors, provide a copy of all W-2, W-3, 940, 941, 1096, 1099-MISC, and any other forms issued to 					vide a copy	• Provide copies of LLC's Articles of Organization and Operating Agreement (if any).					
of all W-2, V workers.	v-3, 940, 941, 1096,	. 1099-MISC, ai	nd ar	ny other forms	issued to	• Provide copies of depreciation schedules for book, tax, and					
 If any members live in a different state or outside the U.S., provide details. The business may be subject to withholding requirements. 					ide details.	AMT. • Provide copies of tax returns for last two years, including state returns (if applicable)					
	state returns (if applicable).										

LLC assets at year end LLC debts and equity at year end § Bank accounts receivable at end of year \$ Payables less than one year \$ Loans to members \$ Payables less than one year \$ Mortgages and loans held by LLC \$ Mortgages, notes payable \$ Mortgages and loans held by LLC \$ Mortgages, notes payable \$ Other current assets (include list) \$ LLC capital accounts \$ Inventories \$ Dividends income (include all 1099-DIV Forms) \$ Returns and allowances \$ () Capital gain/loss (include all 1099-DIV Forms) \$ Interest income (include all 1099-INT Forms) \$ Other income (loss) (include al atlement) \$ Interest income (include all 1099-INT Forms) \$ Materials and supplies \$ \$ Inventory at beginning of the year \$ Inventory at be end of the year \$ \$ Inventory at be end of the year \$ Materials and supplies \$ \$ Sector of Goods Sold (for manufactures, wholesalers, and businesses that make, buy, or sell goods) \$ \$ \$ Inventory at be end of the year \$ <th>LC Balance Sheet</th> <th></th> <th></th> <th></th> <th></th> <th></th>	LC Balance Sheet					
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End of year odometer Insurance \$				1	/	
	0 0 /					
Dushiess nineage farking rees/ tons b	Business mileage			Parking fees/tolls \$		
	0			Registration/fees \$		
Other mileage Repairs \$						
Generally, you can use either the standard mileage rate or actual expenses to figure the deductible costs of operating your car for		nileage rate or actual e	expenses to f			ar for business

Generally, you can use either the standard mileage rate or actual expenses to figure the deductible costs of operating your car for business purposes. However, to use the standard mileage rate, it must be used in the first year the car is available for business. In later years, you can then choose between either the standard mileage rate method or actual expenses.

Equipment Purchases – Enter the following information for depreciable assets purchased that have a useful life greater than one year							
Asset	Date purchased Cost		Date placed in service	New or used?			
		\$					
		\$					
		\$					
		\$					
		\$					
		\$					

Equipment S	old or Disposed of During Year						
Asset		Date out of service		Date sold	d Selling pric	Selling price/FMV	
					\$		
					\$		
					\$		
					\$		
					\$		
					\$		
LLC Busines	s Credits (if answered Yes for any of the below	w, please provide a state	ment with d	letails)			
🗆 Yes 🗖 No	Did the business pay expenses to make it accessible by individuals with disabilities?						
🗆 Yes 🗖 No	o Did the business pay any FICA on employee wages for tips above minimum wage?						
🗆 Yes 🗖 No	Did the business own any residential renta	al buildings providing	qualified l	ow-income ho	ousing?		
🗆 Yes 🗖 No	Did the business incur any research and experimental expenditures during the tax year?						
🗆 Yes 🗖 No	Did the business have employer pension p		Total number of employees				
□ Yes □ No	Did the business pay health insurance pre	,	Total number of employees				
Estimated Ta	x Payments — Tax Year 2018						
Installment		Date paid	Fea	deral	Date paid		State
First			\$			\$	
Second			\$			\$	

Tax Poturn Proparation							
Total \$ \$							
Amount applied from 2017 overpayment?		\$		\$			
Fourth		\$		\$			
Third		\$		\$			
becond		Ψ		Ψ			

Tax Return Preparation

We will prepare the tax return based on information provided. In the event the return is audited, you will be responsible for verifying the items reported. It is important that you review the return carefully before signing to make sure the information is correct. Unless otherwise stated, the services for preparation of the return do not include auditing, review, or any other verification or assurance.

Taxpayer Responsibilities

- You agree to provide us all income and deductible expense information. If additional information is received after we begin working on the return, you will contact us immediately to ensure the completed tax returns contain all relevant information.
- You affirm that all expenses or other deduction amounts are accurate and that you have all required supporting written records. In some cases, we will ask to review documentation.
- You must be able to provide written records of all items included on the return if audited by either the IRS or state tax authority. We can provide guidance concerning what evidence is acceptable.
- You must review the return carefully before signing to make sure the information is correct.
- Fees must be paid before the tax return is delivered to you or filed for you. If you terminate this engagement before completion, you agree to pay a fee for work completed. A retainer is required for preparation of late returns.
- You should keep a copy of the tax return and any related tax documents. You may be assessed a fee if you request a copy in the future.

Signatures. By signing below, you acknowledge that you have read, understand, and accept your obligations and responsibilities.

Taxpayer

Privacy Policy

The nature of our work requires us to collect certain nonpublic information. We collect financial and personal information from applications, worksheets, reporting statements, and other forms, as well as interviews and conversations with our clients and affiliates. We may also review banking and credit card information about our clients in the performance of receipt of payment. Under our policy, all information we obtain about you will be provided by you or obtained with your permission.

Our firm has procedures and policies in place to protect your confidential information. We restrict access to your confidential information to those within our firm who need to know in order to provide you with services. We will not disclose your personal information to a third party without your permission, except where required by law. We maintain physical, electronic, and procedural safeguards in compliance with federal regulations that protect your personal information from unauthorized access.

Date