## **LLC Tax Organizer** Use a separate organizer for each LLC

GG
CPA

<b>LLC General</b>	Information										C P A
Legal name o	of LLC							EIN		_	
LLC address	☐ (check if new add	lress)									
LLC Represe	ntative				Title						
1					Email			Pho	ne (	)	
Principal bus	iness activity							'		·	
Principal pro	duct or service										
☐ Yes ☐ No	Was the primary	purpose of the	LLC	activity to rea	lize a profit?						
	nethod: 🗆 Cash			, ,,							
☐ Yes ☐ No Does the LLC file under a calendar year? (If no, what is the fiscal year?)											
	Has the LLC mad										
	an S corporation, p	provide a copy	of Fo	orm 2553, Elect	ion by a Small	Business	Corporation, an	d the accept	ance le	tter from th	e IRS.
LLC Specific											
☐ Yes ☐ No	Does the LLC have an operating agreement? (If this is the first year of the LLC's existence, please provide a copy of the operating agreement and the articles of organization)										
☐ Yes ☐ No	Are all members	actively partic	ipatiı	ng in the busin	ess?						
☐ Yes ☐ No	Is any member ir	n the LLC a dis	regar	ded entity, a p	artnership, a	trust, an	S corporation,	or an estate	?		
☐ Yes ☐ No	Is the LLC a part										
☐ Yes ☐ No	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?										
☐ Yes ☐ No	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 stock entitled to vote of any foreign or domestic corporation?										
☐ Yes ☐ No											
☐ Yes ☐ No	At any time duri	ng the year, did	d the	LLC have an i	nterest in, or s	ignature	authority over	a financial	accoun	t in a foreig	n country?
☐ Yes ☐ No	Was there a distr	ibution of prop	erty	or a transfer (b	y sale or deat	h) of an	LLC interest dı	uring the tax	year?		
☐ 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 to any individual? If yes, include a copy of Form 1099-NEC for each.											
☐ Yes ☐ No											
	embers Ownersh				,		<u> </u>				
- Timorpar III		Tax ID numbe						Ownership	Memb	er or	U.S.
Name		(SSN or EIN)		Address				percentage	membe	er-manager	citizen?
	-										
LLC Other Tr	ansactions	I			T						
Member name		Guaranteed payments		lth insurance niums paid	Capital contr   from member	ibutions	Distributions to member	Member lo	ans to	Loans repa to member	id by LLC
				,							
All Clients – Additional information and documents required					New Clients – Additional information and documents required						
• Provide the income/financial statements for the year (per books), balan sheet, depreciation schedule per books, and cash reconciliation of busin				Date LLC formed State LLC formed in							
bank accou	nts with ending ca	sh balance.					de copies of LL	C's Articles	of Oro	anization at	
	nas employees or p					Opera	nting Agreemer	nt (if any).			
	s W-2, W-3, 940, 94 d to workers.	1, 1076, 1099-N	IEC,	1077-IVIISC, an	u any other		de copies of de	preciation s	chedule	es for book,	tax, and
• If any mem	• If any members live in a different state or outside the U.S., provide de				ide details.	AMT. • Provide copies of tax returns for last two years, including					luding
The business may be subject to withholding requirements.					state returns (if applicable).						

LLC Balance Sheet								
LLC assets at year end			LLC debts and equity at year end					C P A
Bank account end of year balan	ce	\$	Accounts p	Accounts payable at year end			\$	
Accounts receivable at end of y	ear	\$	Payables le	ayables less than one year			\$	
Inventories		\$	Payables m	ayables more than one year			\$	
Loans to members		\$	Mortgages	ages, notes payable			\$	
Mortgages and loans held by L	LC	\$	Loans from	n mer	nbers		\$	
Stocks, bonds, and securities		\$	LLC capita	LLC capital accounts				
Other current assets (include list	)	\$						
LLC Income (include all Forms 1	099-K, Forms 1099-MISO	C, and Forms 1099-Ni	EC received)					
Gross receipts or sales		\$	Dividend i	incom	\$			
Returns and allowances		\$(	Capital gai	-B Forms)	\$			
Interest income (include all 1099	-INT Forms)	\$	Other income (loss) (include a statement)				\$	
LLC Cost of Goods Sold (for ma	nufacturers, wholesald	ers, and businesses	that make, bu	uy, or s	sell goods)			
Inventory at beginning of the ye	ear	\$	Materials a	and si	upplies		\$	
Purchases		\$	Inventory a	at the	end of the year		\$	
Cost of labor		\$						
LLC Expenses								
Advertising		\$	Meals for b	busine	ess in restaurants	(100% deduct.)	\$	
Bad debts		\$			usiness meals (50%	· , , , , , , , , , , , , , , , , , , ,	\$	
Bank charges		\$	Office supp			,	\$	
Business licenses		\$	Organizati		\$			
Commissions and fees	\$	Pension and profit sharing plans				\$		
Contract labor	\$	Rent or lease – car, machinery, equipment				\$		
Employee benefit programs	\$	Rent or lease – other business property				\$		
Employee health care plans	\$	Repairs and	nd ma	intenance		\$		
*Entertainment	\$	Taxes – pay	yroll			\$		
Gifts	\$	Taxes – property \$						
Guaranteed payments to members		\$	Taxes – sale	les			\$	
Insurance (other than health insurance)		\$	Taxes – state			\$		
Interest – mortgage		\$	Telephone			\$		
Interest – other	\$	Utilities				\$		
Internet service	\$	Wages				\$		
Legal and professional services \$			Other expe	ense			\$	
*Entertainment is no longer deductible for taxes.								
Car Expenses (use a separate for	rm for each vehicle)							
Make/Model			Dat	te car	placed in service	/ /		
☐ Yes ☐ No Car available for								
☐ Yes ☐ No Do you (or your	or your spouse) have any other cars for personal use? Did you trade in your car this year? 🗆 Yes 🗅				No			
☐ Yes ☐ No ☐ Do you have evice	dence?		Cost of trade-in Trade-in value					
☐ Yes ☐ No Is your evidence written?			\$ \$					
Mileage				Actual Expenses				
Beginning of year odometer			Gas	s/oil		\$		
End of year odometer			Insurance		ce	\$		
Business mileage	Jan. – June	July–Dec.	Par	Parking fees/tolls		\$		
Commuting mileage			Registration/fees		tion/fees	\$		
Other mileage	Repairs \$							
Generally, you can use either th	Generally, you can use either the standard mileage rate or actual expenses to calculate the deductible costs of operating your car for business					isiness		
	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.								
<b>Equipment Purchases</b> – <i>Enter</i>	the following informati	on for depreciable a	ssets purchas	sed th	at have a useful life	1		
Asset			Date purch	ıased	Cost	Date placed in ser	vice New or	r used?
			l .	- 1	rt c	1	1	

\$ \$ \$ \$

Equipment S	old or Disposed of During Year						C P A	
Asset		Date o	Date out of service Date so		old   Selling price/I		Trade-in?	
					\$			
					\$			
					\$			
					\$			
<b>LLC Busines</b>	s Credits (if answered Yes for any of the below	v, please provide a state	ement with d	letails)	·			
☐ Yes ☐ No	Did the business pay expenses to make it accessible by individuals with disabilities?							
☐ Yes ☐ No	Did the business pay any FICA on employee wages for tips above minimum wage?							
☐ Yes ☐ No	Did the business own any residential rental buildings providing qualified low-income housing?							
☐ Yes ☐ No	Did the business incur any research and experimental expenditures during the tax year?							
☐ Yes ☐ No	Did the business have employer pension plan start-up costs?  Total number of employees							
☐ Yes ☐ No	Did the business pay health insurance pre		Total number of employees					
Estimated Ta	x Payments — Tax Year 2022							
Installment		Date paid	Fee	deral	Date paid	State		
First			\$			\$		
Second			\$			\$		
Third			\$			\$		
Fourth			\$			\$		
Amount applied from 2021 overpayment?			\$			\$		
Total			¢			¢		

## **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	Title	Date	

## **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.