LLC Tax Organizer



EIN

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LLC General Information

Legal name of LLC	
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LLC address	□ (check if new add	lress)									
LLC Represen	ntative				Title						
-					Email			Pho	ne ()	
Principal bus	iness activity										
Principal pro	duct or service										
🗆 Yes 🗖 No	Was the primary	purpose of the	e LLC	cactivity to rea	lize a profit?						
Accounting n	nethod: 🛛 Cash	Accrual 🛛	Othe	r (specify)							
🗆 Yes 🗖 No	Does the LLC file	e under a calen	dar y	rear? (If no, whu	at is the fiscal y	ear?)					
🛛 Yes 🖵 No	Has the LLC mad			,	N						
If the LLC is a	an S corporation, p	provide a copy	of Fc	orm 2553, Electr	ion by a Small I	Business	<i>Corporation,</i> an	d the accept	ance le	tter from th	e IRS.
LLC Specific	Questions										
🗆 Yes 🗖 No	Does the LLC has agreement and the	ve an operating articles of organ	g agr 1izatio	eement? (If this	s is the first yea	r of the L	LC's existence, p	olease provide	е а сору	of the operat	ing
🗆 Yes 🗅 No	Are all members	actively partic	ipatiı	ng in the busin	ess?						
🗆 Yes 🗖 No	Is any member ir	the LLC a dis	regar	ded entity, a p	artnership, a t	rust, an	S corporation,	or an estate	?		
🗆 Yes 🗖 No	Is the LLC a part	ner in another	partr	nership?							
🗆 Yes 🗖 No	Did any foreign of indirectly 50% or					exempt c	organization, ir	ndividual, or	estate	own directl	y or
🗆 Yes 🗖 No	Did the LLC owr					ctly, 50%	or more of the	e total voting	g powe	r of all class	ses of
	stock entitled to				· ·						
🗆 Yes 🗖 No	Did the LLC have									<u>^</u>	
□ Yes □ No	At any time durin	• •				-	•			t in a foreigi	n country?
🗆 Yes 🗖 No	Was there a distri	^	2		y sale or deat	h) of an l	LLC interest d	uring the tay	k year?		
🗆 Yes 🗖 No	Does the LLC satThe LLC's totalThe LLC's total	l receipts for th	ie tax	year were less			n.				
🗆 Yes 🗖 No	Did the LLC pay			•				EC for each.			
🗆 Yes 🗖 No	Did the LLC have					~ *					
Principal M	embers Ownershi	ip Information	1	0			0				
		Tax ID numbe						Ownership	Memb	er or	U.S.
Name		(SSN or EIN)		Address			percentage		er-manager	citizen?	
LLC Other Tra											<u> </u>
LLC Uther In	ansactions		11	1,1 :	C 11 1		D: (1 ()			T	·11 IIC
Member name	Member name Guaranteed Health insuran payments premiums paid				Capital contri from member	butions	Distributions to member	Member lo the LLC	ans to	Loans repa to member	
All Cliente	Additional information	tion and descent		anuirad		Now	lionto Additi	analinfarment	ion and	dooumonto	onuine d
	Additional informat			-	a) halar		lients – Additi	unai intormat	ion and	uocuments r	equired
	income/financial eciation schedule p						LC formed in				
	nts with ending ca						de copies of Ll	C's Articles	of Oro	anization a	nd
- ICH IICH	1				- F - T						

- If the LLC has employees or paid independent contractors, provide a copy of all Forms W-2, W-3, 940, 941, 1096, 1099-NEC, 1099-MISC, and any other forms issued to workers.
- If any members live in a different state or outside the U.S., provide details. The business may be subject to withholding requirements.
- Operating Agreement (if any). • Provide copies of depreciation schedules for book, tax, and AMT.
- Provide copies of tax returns for last two years, including state returns (if applicable).

LLC assets at year en	đ		LLC debts and equity at year end				
Bank account end of year balance	\$	Acco	unts payable at year end		\$		
Accounts receivable at end of year	\$		bles less than one year		\$		
Inventories	\$		ples more than one year		\$		
Loans to members	\$		gages, notes payable		\$		
Mortgages and loans held by LLC	\$		s from members		\$		
Stocks, bonds, and securities	\$		capital accounts		\$		
Other current assets (<i>include list</i>)	\$						
LLC Income (include all Forms 1099-K, Forms 1		: 1099-NFC rece	ived)				
Gross receipts or sales	<u>s</u>		end income (<i>include all 1</i> ()99-DIV Forms)	\$		
Returns and allowances	\$ (al gain/loss (<i>include all 1</i> (\$		
Interest income (<i>include all 1099-INT Forms</i>)	\$		income (loss) (<i>include a s</i>		\$		
LC Cost of Goods Sold (for manufacturers, u					Ψ		
Inventory at beginning of the year	\$		rials and supplies		\$		
Purchases	\$		itory at the end of the yea	r	\$		
Cost of labor	\$		and y at the chard of the yea		Ψ		
LLC Expenses	IΨ	I					
Advertising	\$	Moale	s – business		\$		
Bad debts	\$		e supplies		\$		
Bank charges	\$				\$		
Business licenses	\$		Organization costs Pension and profit sharing plans				
Commissions and fees	\$		Rent or lease – car, machinery, equipment				
Contract labor	\$		Rent or lease – other business property				
Employee benefit programs	\$		Repairs and maintenance				
Employee health care plans	\$	^	Taxes – payroll				
Entertainment (not deductible)	\$		Taxes – property				
Gifts	\$		Taxes – sales				
Guaranteed payments to members	\$	Taxes	Taxes - sales\$Taxes - state\$				
Insurance (other than health insurance)	\$	Telep	hone		\$		
Interest – mortgage	\$	Utiliti			\$		
Interest – other	\$	Wage			\$		
Internet service	\$		expense		\$		
Legal and professional services	\$		expense		\$		
Car Expenses (use a separate form for each vo	hicle)	I	· ·				
Make/Model			Date car placed in servi	ice / /			
□ Yes □ No Car available for personal use	during off-duty ho	ours?	1	, ,			
□ Yes □ No Do you (or your spouse) have	0 ,		Did you trade in your o	car this year? 🗆 Yes	s 🗆 No		
□ Yes □ No Do you have evidence?		<u> </u>	Cost of trade-in Trade-in				
□ Yes □ No Is your evidence written?			\$	\$			
Mileage				Actual Expenses			
Beginning of year odometer			Gas/oil \$				
End of year odometer			Insurance \$				
Business mileage	5			Parking fees/tolls \$			
Commuting mileage				Registration/fees \$			
Other mileage		Repairs \$					

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						-GC
Asset		Date or	it of service	Date so	ld Selling pric	ce/FMV	Trade-in?
					\$		
					\$		
					\$		
					\$		
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 individua	als with dis	sabilities?			
□ Yes □ No	Did the business pay any FICA on employ	vee wages for tips abov	e minimur	n wage?			
□ Yes □ No	Did the business own any residential rent	al buildings providing	qualified l	ow-income ł	ousing?		
□ Yes □ No	Did the business incur any research and e	xperimental expenditu	res during	the tax year	?		
🗆 Yes 🗖 No	Did the business have employer pension p	olan start-up costs?	' Total number of employees				
□ Yes □ No	Did the business pay health insurance pre	miums for employees?)	Total numbe	er of employees		
□ Yes □ No	Did the business purchase and place in se	rvice any electric vehic	les or ener	gy efficient c	ommercial buildir	ig propert	zy?
Estimated Ta	ax Payments — Tax Year 2023						
Installment		Date paid	Fea	deral	Date paid		State
First	\$						
Constant		1	¢			¢	

Total	\$	\$
Amount applied from 2022 overpayment	\$	\$
Fourth	\$	\$
Third	\$	\$
Second	\$	\$

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 may be required for preparation of returns.
- Keep a copy of the tax return and any related tax documents. You may be assessed a fee if you request a duplicate 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			
	Taxpayer	Title	Date	

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 express written 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.