LLC Tax Organizer

Use a separate organizer for each LLC

LLC General Information											
Legal name o	f LLC							EIN	#	-	
LLC address	🗅 (check if new add	lress)									
Tax Matters I	ndividual				Title						
					Email			Pho	ne ()	
Principal bus											
	duct or service										
	es DNo 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? (<i>If no, what is the fiscal year</i> ?)										
-	□ 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.										- IDC
	· · · · · ·	brovide a copy	01 FC	orin 2555, Electi	ion by a Small	<i>Business</i> (<i>Corporation,</i> and	u the accept	ance le	tter from th	e iks.
	fic Questions										
□ 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		^	~							
Yes No	Is any member in		~		artnership, a	rust, an S	S corporation,	or an estate	, 		
□ Yes □ No □ Yes □ No	Is the LLC a part	or domestic con	pora	ition, partnersł		exempt o	organization, in	dividual, oi	estate	own directl	y or
□ Yes □ No	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 stock entitled to vote of any foreign or domestic corporation?										
□ Yes □ No	Did the LLC have					ad the te	erms modified	so as to redu	ice prir	ncipal amou	nt of debt?
□ Yes □ No	At any time duri				0					<u>^</u>	
□ 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							ISC for each			
	embers Ownershi				<i>,</i>	1 2					
		Tax ID numbe						Ownership	Memb	er or	U.S.
Name		(SSN or EIN)	(SSN or EIN) Address					percentage	membe	er-manager	citizen?
LLC Other Tr	ansactions										
		Guaranteed	Hea	lth insurance	Capital contr	ibutions	Distributions	Member lo	ans to	Loans repa	id by LLC
Member name		payments	prei	niums paid	from member		to member	the LLC		to member	
	A 1 11-1 1 1 1					Nous C	lianta Allici		. ,		
							New Clients – Additional information and documents required				
• Provide the income/financial statements for the year (per books), balance sheet, depreciation schedule per books, and cash reconciliation of business						Date LLC formed State LLC formed in					
bank accounts with ending cash balance.						Provide copies of LLC's Articles of Organization and					
• If the LLC has employees or paid independent contractors, provide a copy						Operating Agreement (if any).					
of all W-2, W-3, 940, 941, 1096, 1099-MISC, and any other forms issued to workers.					issued to	• Provide copies of depreciation schedules for book, tax, and				tax, and	
 If any members live in a different state or outside the U.S., provide deta. The business may be subject to withholding requirements. 					ide details.	AMT. • Provide copies of tax returns for last two years, including					
ine susmea	state returns (if applicable).										

LLC Balance	Sheet						
	LLC ass	sets at year end			LLC debts and	equity at year end	
Bank account end of year balance			\$	Αссоι	ints payable at year end		\$
Accounts receivable at end of year			\$	Payab	les less than one year		\$
Loans to mem				Payables more than one year			\$
Mortgages and	d loans held by Ll	LC	\$	Mortg	ages, notes payable		\$
	and securities		\$	Loans	from members		\$
Other current	assets (include list)	\$	LLC c	apital accounts		\$
Inventories			\$				
LLC Income (i	include all Forms 1	099-K received)					
Gross receipts	or sales		\$	Dividends income (include all 1099-DIV Forms)			\$
Returns and a	llowances		\$()	Capital gain/loss (include all 1099-B Forms)			\$
Interest incom	e (include all 1099	-INT Forms)	\$	Other income (loss) (<i>include a statement</i>)			\$
LLC Cost of G	oods Sold (for ma	nufacturers, wholesal	ers, and businesses	that ma	ke, buy, or sell goods)		·
	eginning of the y		\$		ials and supplies		\$
Purchases	/		\$	1	tory at the end of the year		\$
Cost of labor			\$, , , , , , , , , , , , , , , , , , ,		
LLC Expenses	6						
Advertising			\$	Management fees			\$
Bad debts			\$	Office supplies			\$
Bank charges			\$	Organization costs			\$
Business licenses			\$	Pension and profit sharing plans			\$
Commissions	and fees		\$	Rent or lease – car, machinery, equipment			\$
Contract labor			\$		or lease – other business pro		\$
Employee benefit programs			\$		rs and maintenance	. ,	\$
Employee health care plans			\$		– payroll		\$
Entertainment and business meals			\$		– property		\$
Gifts			\$		– sales		\$
Guaranteed payments to members		\$	Taxes – state			\$	
Insurance (other than health insurance)			\$	Telephone			\$
Interest – mor	tgage		\$	Utilities			\$
Interest – othe			\$	Wages			\$
Internet servic	e		\$	Other expense			\$
Legal and pro	fessional services		\$	Other expense			\$
÷ .		rm for each vehicle)					
Make/Model					Date car placed in service	/ /	
				<u> </u>			
	Do you (or your spouse) have any other cars for personal			l use?	? Did you trade in your car this year? Yes No		
	Do you have evidence?				Cost of trade-in Trade-in value		
					\$	\$	
Mileage				Actual Expenses			
Beginning of year odometer					Gas/oil	\$	
End of year of					Insurance	\$	
Business milea					Parking fees/tolls	\$	
Commuting m	0				Registration/fees	\$	
Other mileage					Repairs	\$	
<u>v</u>		e standard mileago r	ate or actual evpon	ses to fi	gure the deductible costs of		r for husines

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 Sold or Disposed of During Year								
Asset		Date out of service	Date sold	Selling price/FMV	Trade-in?			
				\$				
				\$				
				\$				
				\$				
				\$				
				\$				
LLC Busines	s Credits (if answered Yes for any of the below, please provid	le a statement with de	etails)	· · ·				
🗆 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?							
D Yes D No	Did the business own any residential rental buildings providing qualified low-income housing?							

□ Yes □ No | Did the business own any residential rental buildings providing qualified low-income housing?

Did the business incur any research and experimental expenditures during the tax year? □ Yes □ No □ Yes □ No | Did the business have employer pension plan start-up costs?

Total number of employees □ Yes □ No | Did the business pay health insurance premiums for employees? Total number of employees

Estimated Tax Payments — Tax Year 2017

Installment	Date paid	Federal	Date paid	State
First		\$		\$
Second		\$		\$
Third		\$		\$
Fourth		\$		\$
Amount applied from 2017 overpayment?		\$		\$
Total		\$		\$

Tax Return Preparation

We will prepare your tax return based on information you provide. In the event your 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 your 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 you receive additional information after we begin working on your return, you will contact us immediately to ensure your 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 your documentation.
- You must be able to provide written records of all items included on your 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 your 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 your 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. For a joint return, both taxpayers must sign.

Taxpayer	Spouse	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.