LLC Tax Organizer

Use a separate organizer for each LLC

| LLC General | Information | | | | | | | | | | |
|--|--|---|-------|---|---|--|-------------------------|---------------|---------------------|------------------|-------------|
| Legal name of LLC | | | | | | | EIN | | - | | |
| LLC address | □ (check if new add | lress) | | | | | | | | | |
| LLC Represen | ntative | | | | Title | | | | | | |
| | | | | | Email | | | Pho | ne (|) | |
| Principal bus | | | | | | | | | | | |
| | duct or service | | | | 1. 0.0 | | | | | | |
| | Was the primary purpose of the LLC activity to realize a profit? | | | | | | | | | | |
| | ethod: Cash Accrual Other (<i>specify</i>) | | | | | | | | | | |
| | 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 corporation? | | | | | | | | | | |
| | an S corporation, p | | | | * | Business | Corporation, an | d the accept | ance le | tter from th | e IRS. |
| LLC Specific | · · · · · · · · · · · · · · · · · · · | | 0110 | <u>, , , , , , , , , , , , , , , , , , , </u> | ion og ir oninn | | corporation, all | a are accept | | | 0 1100 |
| □ 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) | | | | | | 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 partner in another partnership? | | | | | | | | | | |
| □ Yes □ No | indirectly 50% or | Did any foreign or domestic corporation, partnership, trust, tax-exempt organization, individual, or estate own directly or ndirectly 50% or more of the profit, loss, or capital of the LLC? | | | | | | | | | |
| 🗆 Yes 🗖 No | Did the LLC own | 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 | | | | | | ad the te | erms modified | so as to red | uce prir | ncipal amou | nt of debt? |
| □ Yes □ No | | d the LLC have any debt that was cancelled, was forgiven, or had the terms modified so as to reduce principal amount of debt? any time during the year, did the LLC have an interest in, or signature authority over a financial account in a foreign country? | | | | | | | | | |
| □ Yes □ No | | Was there a distribution of property or a transfer (by sale or death) of an LLC interest during the tax year? | | | | | | | | | |
| □ Yes □ No | 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 | Memb membe | er or er-manager | U.S. citizen? | |
| | | | | | | | | | | | |
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| | | | | | | | | | | | |
| 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 | | | | | s) halance | New Clients – Additional information and documents required Date LLC formed | | | | | |
| | eciation schedule p | | | | | State LLC formed in | | | | | |
| bank accounts with ending cash balance.If the LLC has employees or paid independent contractors, provide a copy | | | | | vide a copy | • Provide copies of LLC's Articles of Organization and 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 | | | | | | |
| 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). | | | | | | | | | | |

| | LLC assets at year end | | | LLC debts an | nd equity at year end | |
|------------------------------------|-------------------------------------|---------------------------|--|---|-----------------------|----------|
| Bank account | end of year balance | \$ | Accou | ints payable at year end | | \$ |
| Accounts rece | ivable at end of year | \$ | Payables less than one year | | | \$ |
| Loans to mem | bers | \$ | Payables more than one year | | \$ | |
| Mortgages and loans held by LLC | | \$ | Mortg | Mortgages, notes payable | | \$ |
| Stocks, bonds, | and securities | \$ | Loans | Loans from members | | \$ |
| Other current | assets (include list) | \$ | LLC o | apital accounts | | \$ |
| Inventories | | \$ | | | | |
| LLC Income (i | nclude all Forms 1099-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 manufacturers, who | plesalers, and businesses | that ma | ke, buy, or sell goods) | | |
| | eginning of the year | \$ | - | rials and supplies | | \$ |
| Purchases | ~ ~ / | \$ | | tory at the end of the year | r | \$ |
| Cost of labor | | \$ | | | | |
| LLC Expenses | 3 | , | | | | |
| Advertising | | \$ | Mana | gement fees | | \$ |
| Bad debts | | \$ | | Meals – business | | |
| Bank charges | | \$ | Office | Office supplies | | \$ \$ |
| Business licen | ses | \$ | | Organization costs | | \$ |
| Commissions and fees | | \$ | Pension and profit sharing plans | | \$ | |
| Contract labor | | \$ | | Rent or lease – car, machinery, equipment | | \$ |
| Employee benefit programs | | \$ | _ | or lease – other business p | ~ ~ | \$ |
| Employee hea | · · · | \$ | _ | Repairs and maintenance | | |
| *Entertainment | | \$ | | – payroll | | \$ \$ |
| Gifts | | \$ | | – property | | \$ |
| Guaranteed pa | ayments to members | \$ | 1 | – sales | | \$ |
| A | er than health insurance) | \$ | Taxes | Taxes – state | | |
| Interest – mor | tgage | \$ | Telephone | | | \$ |
| Interest – othe | | \$ | Utilities | | | \$ |
| Internet servic | | \$ | Wages | | | \$ |
| Legal and pro | fessional services | \$ | Other expense | | | \$ |
| <u> </u> | It is no longer deductible for taxe | 2S. | | <u>.</u> | | |
| | (use a separate form for each vehi | | | | | |
| Make/Model | | | | Date car placed in servi | ce / / | |
| | | | | | . , | |
| | Do you (or your spouse) have ar | <u> </u> | al use? | Did you trade in your car this year? | | □ No |
| □ Yes □ No Do you have evidence? | | | | Cost of trade-in Trade-in value | | |
| | Is your evidence written? | | | \$ \$ | | |
| | Mileage | | | 1 | Actual Expenses | |
| Beginning of year odometer | | | | Gas/oil \$ | | |
| End of year odometer | | | | Insurance | \$ | |
| Business mileage | | | | Parking fees/tolls | \$ | |
| Commuting m | | | | Registration/fees | \$ | |
| Other mileage | ~ ~ ~ | | | Repairs | \$ | |
| Generally, you | can use either the standard mile | | | | of operating your c | |

| 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 Business Credits (if answered Yes for any of the | e below, please provide a statement with de | etails) | | | | | |
| □ Yes □ No Did the business pay expenses to n | Did the business pay expenses to make it accessible by individuals with disabilities? | | | | | | |
| □ Yes □ No Did the business pay any FICA on | 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?

 \Box Yes \Box 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?

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

Estimated Tax Payments — Tax Year 2019

| Installment | Date paid | Federal | Date paid | State |
|---------------------------------------|-----------|---------|-----------|-------|
| First | | \$ | | \$ |
| Second | | \$ | | \$ |
| Third | | \$ | | \$ |
| Fourth | | \$ | | \$ |
| Amount applied from 2018 overpayment? | | \$ | | \$ |
| Total | | \$ | | \$ |

Total number of employees

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.