## **LLC Tax Organizer**

(See next page for Organizer)



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## 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 Representative											
					Title Email				ne (	)	
Principal business activity								I		,	
	duct or service										
□ Yes □ No	Was the primary	purpose of the	LLC	activity to rea	lize a profit?						
Accounting r	nethod: 🛛 Cash 🛛	🛛 Accrual 🛛	Othe	r (specify)							
🗆 Yes 🗖 No	Does the LLC file	e under a calen	dar y	vear? (If no, whu	at is the fiscal y	ear?)					
🛛 Yes 🖵 No	Has the LLC mad	le the election	to be	taxed as a cor	poration?						
If the LLC is	an S corporation, p	provide a copy	of Fo	orm 2553, Elect	ion by a Small	Business (	Corporation, an	d the accep	tance let	tter from th	e IRS.
LLC Specific	Questions										
□ Yes □ No	Does the LLC hav agreement and the	ve an operating articles of organ	g agr iizatio	eement? (If this	s is the first yea	r of the Li	LC's existence, j	please provid	е а сору	of the operat	ing
🗆 Yes 🗆 No	Are all members				less?						
□ Yes □ No	Is any member in		<u> </u>			trust, an S	S corporation,	or an estate	?		
□ Yes □ No	Is the LLC a part		<u> </u>		Ţ,	,	, ,				
□ Yes □ No	Did any foreign o		1		nip, trust, tax-	exempt o	prganization, ir	ndividual, o	r estate	own directl	v or
□ Yes □ No	indirectly 50% or Did the LLC owr	more of the p	rofit,	loss, or capital	of the LLC?						-
	stock entitled to					ctry, 50 /d			gpowe	l OI all Class	665 01
🗆 Yes 🗖 No	Did the LLC have	e any debt that	was	cancelled, was	forgiven, or l	had the te	erms modified	so as to red	uce prin	cipal amou	nt of debt?
🛛 Yes 🖵 No	At any time duri	ng the year, die	d the	LLC have an i	nterest in, or s	ignature	authority over	r a financial	account	in a foreig	n country?
🗆 Yes 🗆 No	Was there a distri	ibution of prop	perty	or a transfer (k	by sale or deat	th) of an 1	LLC interest d	uring the ta	x year?		
□ Yes □ No											
🗆 Yes 🗆 No	Did the LLC pay							EC for each			
🗆 Yes 🗖 No	Did the LLC have	e a Paycheck P	rotec	tion Program (	(PPP) loan tha	it was for	given in 2023?	)			
Principal M	embers Ownershi	ip Information	1								
		Tax ID numbe	r					Ownership	Membe	er or	U.S.
Name		(SSN or EIN)		Address				percentage	membe	rr-manager	citizen?
LLC Other Tr	ansactions										
		Guaranteed	Hen	lth insurance	Capital contr	ihutions	Distributions	Member la	oans to	I oans rena	id hy II C
Member name		payments premiums pai			from member	101110115	to member	the LLC		Loans repaid by LLC to member	
					1						
All Clients – Additional information and documents required						New Clients – Additional information and documents required					
• Provide the income/financial statements for the year (per books), h					Date LLC formed						
sheet, depreciation schedule per books, and cash reconciliation of				of business	State LI	LC formed in					
<ul><li>bank accounts with ending cash balance.</li><li>If the LLC has employees or paid independent contractors, provi</li></ul>					vido a conv		de copies of Ll		s of Org	anization a	nd
of all Forms W-2, W-3, 940, 941, 1096, 1099-NEC, 1099-MISC, and any						Derating Agreement (in any).					
<ul> <li>of all Forms W-2, W-3, 940, 941, 1096, 1099-NEC, 1099-MISC, and any other forms issued to workers.</li> <li>If any members live in a different state or outside the U.S. provide details</li> </ul>							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.
- Provide copies of tax returns for last two years, including state returns (if applicable).

LLC assets at year en	d	LLC debts and equity at year end				
Bank account end of year balance	\$	Accou	ints payable at year end	1 0 0	\$	
Accounts receivable at end of year	\$		Payables less than one year			
Inventories	\$		ples more than one year	\$		
Loans to members	\$	Morts	gages, notes payable		\$	
Mortgages and loans held by LLC	\$	Loans	from members		\$	
Stocks, bonds, and securities	\$	LLC o	apital accounts		\$	
Other current assets (include list)	\$		•			
LLC Income (include all Forms 1099-K, Forms 1	099-MISC, and Forms	1099-NEC rece	ived)			
Gross receipts or sales	\$	Divid	end income (include all 10	)99-DIV Forms)	\$	
Returns and allowances	\$ (	) Capit	al gain/loss ( <i>include all 1</i> (	)99-B Forms)	\$	
Interest income ( <i>include all 1099-INT Forms</i> )	\$		income (loss) ( <i>include a s</i>		\$	
LLC Cost of Goods Sold (for manufacturers,	wholesalers, and bus	inesses that ma	ke, buy, or sell goods)			
Inventory at beginning of the year	\$		rials and supplies		\$	
Purchases	\$		tory at the end of the yea	r	\$	
Cost of labor	\$		, , , , , , , , , , , , , , , , , , ,			
LLC Expenses	1.1	· · · ·				
Advertising	\$	Meals	s – business		\$	
Bad debts	\$	Office	supplies		\$	
Bank charges	\$		Organization costs			
Bank charges Business licenses			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 – state			
Insurance (other than health insurance)	\$	Telep	Telephone			
Interest – mortgage		^	Utilities			
Interest – mongage		Wage	Wages			
Internet service			Other expense			
Legal and professional services	\$		Other expense		\$	
Car Expenses (use a separate form for each v	ehicle)					
Make/Model			Date car placed in servi	ice / /		
□ Yes □ No Car available for personal use during off-duty hours?						
□ Yes □ No Do you (or your spouse) have			Did you trade in your o	car this year? 🛛 Yes	s 🗆 No	
□ Yes □ No Do you have evidence?		-	Cost of trade-in	Trade-in value		
□ Yes □ No Is your evidence written?			\$	\$		
Mileage			Actual Expenses			
Beginning of year odometer			Gas/oil \$			
End of year odometer			Insurance	\$		
Business mileage			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 Sold or Disposed of During Year									
Asset	Date ou	it of service Date sol		d Selling prie	e/FMV T	Trade-in?			
				\$					
				\$					
				\$					
				\$					
LLC Business Credits (if answered Yes for any of the below	w, please provide a state	ment with d	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?									
□ Yes □ No Did the business own any residential renta									
□ Yes □ No Did the business incur any research and e									
□ 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?								
□ Yes □ No Did the business purchase and place in set									
Estimated Tax Payments — Tax Year 2023									
Installment	Date paid	Fed	leral	Date paid		State			
First		\$			\$				
Second		\$			\$				
Third		\$			\$				
Fourth		\$			\$				
Amount applied from 2022 overpayment		\$			\$				

## **Tax Return Preparation**

Total

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.