LLC Tax Organizer



LLC Tax Organizer

Use a separate organizer for each LLC

LLC General	Information										
Legal name o	of LLC							EIN		-	
LLC address	(check if new add	lress)						I			
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	e LLC	Cactivity to rea	lize a profit?						
	nethod: 🛛 Cash			1 20							
□ Yes □ No 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, p	provide a copy	of Fo	orm 2553, Elect	ion by a Small	Business	<i>Corporation,</i> an	d the accept	tance le	tter from th	e IRS.
LLC Specific	Questions										
🛛 Yes 🖵 No	Does the LLC ha agreement and the				s is the first yea	r of the Li	LC's existence, p	olease provide	г а сору	of the operat	ing
🗆 Yes 🗖 No	Are all members	actively partic	ipati	ng in the busin	iess?						
🗆 Yes 🗖 No	Is any member in	n the LLC a dis	rega	rded entity, a p	artnership, a	trust, an S	S corporation,	or an estate	?		
🗆 Yes 🗖 No	Is the LLC a part	ner in another	parti	nership?							
□ Yes □ No	Did any foreign of indirectly 50% or	or domestic cor more of the p	rpora rofit,	ition, partnersh loss, or capital	hip, trust, tax- of the LLC?	exempt o	organization, ir	ndividual, o	r estate	own directl	y or
□ Yes □ No	Did the LLC own stock entitled to	n directly 20%	or me	ore, or own dir	ectly or indire	ectly, 50%	or more of the	e total votin	g powe	r of all class	ses of
□ Yes □ No	Did the LLC have		<u> </u>		<u>^</u>	had the te	erms modified	so as to red	uce prir	ncipal amou	nt of debt?
□ Yes □ No	At any time duri				~						
□ 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											
🗆 Yes 🗖 No	Did the LLC hav	e a Paycheck P	rotec	tion Program	(PPP) loan tha	t was for	given in 2022?	•			
Principal M	embers Ownersh	ip Informatior	1	1							
Mama		Tax ID number (SSN or EIN)		Address				Ownership Memb percentage membe		er or er-manager	U.S. citizen?
Name		(331N 07 E11N)		Auuress				percentuge	membe	er-munuger	cilizen:
LLC Other Tr	ancaotions										
LLC Utiler II		Cuguantaad	IIa	141	Canital contr	iluutious	Distributions	Maushaula	aus to	I a gua u aug	id by U.C.
Member name		Guaranteed payments			Capital contribution from member		to member			Loans repa to member	iu by LLC
		1.5									
			-					-			
All Clients – Additional information and documents required					New Clients – Additional information and documents required					required	
	income/financial				s), balance	Date LI	.C formed				
sheet, depre	sheet, depreciation schedule per books, and cash reconciliation of				State LLC formed in						
bank accounts with ending cash balance.If the LLC has employees or paid independent contractors, prov.				rido o comer		de copies of LI		of Org	anization a	nd	
	as employees or p 3 W-2, W-3, 940, 94					Opera	ting Agreeme	nt (if any).			
• Provide copies of depreciation schedules for book, tax, ar AMT.							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 Balance Sheet			1		110.11	1		
	sets at year end			. 1		l equity at year end		
Bank account end of year balan	\$	Accounts payable at year end Payables less than one year				\$		
Accounts receivable at end of y	ear	\$			2			
Inventories		\$			han one year			
Loans to members		\$		0	es payable			
Mortgages and loans held by L	LC	\$		rom mer			\$	
Stocks, bonds, and securities		\$	LLC cap	pital acco	ounts		\$	
Other current assets (include list		\$						
LLC Income (include all Forms 1	099-K, Forms 1099-MIS	1						
Gross receipts or sales		\$			ne (include all 1099	· · · · · · · · · · · · · · · · · · ·	\$	
Returns and allowances		\$()	· ·	Capital gain/loss (include all 1099-B Forms)				
Interest income (include all 1099		\$		· · ·	oss) (include a sta	tement)	\$	
LC Cost of Goods Sold (for ma		ers, and businesses		-	-			
nventory at beginning of the y	ear	\$		ls and s	* *		\$	
Purchases		\$	Invento	ory at the	end of the year		\$	
Cost of labor		\$						
LLC Expenses								
Advertising		\$	Meals for	Aeals for business in restaurants (100% deduct.)				
Bad debts		\$	Meals – other business meals (50% deduct.)				\$	
Bank charges		\$	Office supplies				\$	
Business licenses	\$	Organization costs				\$		
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 ma	intenance		\$		
Entertainment	\$	Taxes –	payroll			\$		
Gifts	\$	Taxes –	property	Į.		\$		
Guaranteed payments to memb	\$	Taxes –	sales			\$		
Insurance (other than health insu	\$	Taxes –	state			\$		
nterest – mortgage	\$	Telepho	one			\$		
Interest – other	\$	Utilities \$						
Internet service	\$	Wages \$						
Legal and professional services	\$	Other expense \$						
Entertainment is no longer de	ductible for taxes.							
Car Expenses (use a separate fo	orm for each vehicle)							
Make/Model			1	Date car	placed in service	. / /		
Yes INO Car available for	personal use during	off-duty hours?			-			
	spouse) have any oth		al use?	Did you trade in your car this year? 🗆 Yes 🗅 No)	
Yes INo Do you have evid	dence?	1		Cost of trade-in Trade-in value				
☐ Yes ☐ No Is your evidence	written?		\$		\$	\$		
	Mileage				Α	ctual Expenses		
Beginning of year odometer	U			Gas/oil \$,	
End of year odometer				1		\$		
Business mileage Jan.–June		July–Dec.			fees/tolls	\$		
Commuting mileage		1.4		Registration/fees \$				
Other mileage				Repairs		\$		
Generally, you can use either th	ne standard mileage i	rate or actual expe			he deductible co		ur ca	r for busine
purposes. However, to use the then choose between either the	standard mileage rat	e, it must be used	in the first	st year t				
Equipment Purchases – Enter	the following informat	ion for depreciable a	assets purc	chased th	at have a useful li	fe greater than one y	ear	
Asset			Date pu		Cost	Date placed in se		New or used
						1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		

Dure purchaeen	0001	Dure praceu in ser eree	11000 01 1100001
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
		\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	\$

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?						
	Did the business own any residential rental buildings pr	oviding qualified le	w incomo housin	~?			

□ 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 premiums for employees? Total number of employees

Estimated Tax Payments — Tax Year 2022

Installment	Date paid	Federal	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.

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 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.