## **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 o	f LLC							EIN		_	
LLC address	□ (check if new add	lress)									
LLC Represen	ntative				Title						
				Email	il			ne (	)		
Principal bus											
^ ^ ^	duct or service										
-	Was the primary	<u> </u>			lize a profit?						
	nethod: Cash			, ,,							
-	Does the LLC file					ear?)					
□ Yes □ No	Has the LLC mad			,	A						
	an S corporation, p	provide a copy	of Fc	orm 2553, Electi	ion by a Small	Business (	Corporation, and	d the accept	ance le	tter from th	e IRS.
LLC Specific							/ .				
□ Yes □ No	Does the LLC have Agreement and the	e Articles of Org	aniza	tion)		r of the Ll	LC's existence, p	lease provide	а сору	of the Opera	ting
🛛 Yes 🖵 No	Are all members	actively partic	ipatiı	ng in the busin	ess?						
🗆 Yes 🗅 No	Is any member in		<u> </u>	, <u>,</u>	artnership, a	trust, an S	S corporation, o	or an estate?	)		
🗆 Yes 🗅 No	Is the LLC a part			<u>^</u>							
🗆 Yes 🗆 No	Did any foreign of indirectly 50% or	more of the pr	ofit,	loss, or capital	of the LLC?	-	-				-
🗆 Yes 🗖 No	Did the LLC owr stock entitled to	directly 20% over the second sec	or mo eign (	ore, or own, dii or domestic co	rectly or indir rporation?	ectly, 50%	% or more of the	e total votin	g powe	er of all class	ses of
🗆 Yes 🗆 No	Did the LLC have		<u> </u>		<u>^</u>	had the te	erms modified a	so as to redu	ice prir	cipal amou	nt of debt?
🗆 Yes 🗖 No	At any time duri				~					<u>^</u>	
🗆 Yes 🗖 No	Was there a distri	ibution of prop	erty	or a transfer (b	y sale or deat	h) of an l	LLC interest du	uring the tax	year?		
🗆 Yes 🗆 No	Does the LLC sat	isfy the follow	ing c	onditions?	-			0	,		
	• The LLC's total	receipts for th	e tax	year were less	s than \$250,00	0, and					
	• The LLC's total										
□ Yes □ No	Did the LLC pay				•	~ *		EC for each.			
□ Yes □ No	Did the LLC have	<u>,</u>		tion Program (	(PPP) Ioan tha	it was for	given in 2024?				
Principal Mo	embers Ownershi	-						0 11	36.1		11.0
Name		Tax ID number(SSN or EIN)Address					Ownership percentage	Memb membe	er or er-manager	U.S. citizen?	
LLC Other Tra	ancactione										
		Guaranteed	Har	lth insurance	Capital contr	ihutiona	Distributions	Member lo	ane to	Loans repa	id hy II C
Member name		payments		niums paid	from member	loutions	to member	the LLC	uns to	to member	iu by LLC
		1.1.5		I							
All Clients – Additional information and documents required New Clients – Additional information and documents requi							equired				
Provide the income/financial statements for the year (per books), balan					s), balance	Date LLC formed					
sheet, depre	eciation schedule p	per books, and				State LLC formed in					
<ul><li>bank accounts with ending cash balance.</li><li>If the LLC has employees or paid independent contractors, provide</li></ul>					• Provide copies of LLC's Articles of Organization and			nd			
						Opera	ating Agreeme	nt (if any).			
of all Forms W-2, W-3, 940, 941, 1096, 1099-NEC, 1099-MISC, and any forms issued to workers.				a uny outer	• Provide copies of depreciation schedules for book, tax, and					tax, and	
• If any mem	bers live in a diffe	rent state or ou	ıtside	the U.S., prov	ide details.	AMT. • Provide copies of tax returns for last two years, including					luding
The business may be subject to withholding requirements.					state returns (if applicable).						

LLC assets at year en	d		LLC debts a	nd equity at year end	1		
Bank account end of year balance	\$	Accou	unts payable at year end	1 0 0	\$		
Accounts receivable at end of year	\$		Payables less than one year				
Inventories	\$	Payab	Payables more than one year				
Loans to members	\$	Morts	Mortgages, notes payable				
Mortgages and loans held by LLC	\$	Loans	s from members		\$		
Stocks, bonds, and securities	\$	LLC o	capital accounts		\$		
Other current assets (include list)	\$		*				
LC 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</i> 10	)99-B Forms)	\$		
Interest income ( <i>include all 1099-INT Forms</i> )	\$		income/loss (include a st		\$		
LLC Cost of Goods Sold (for manufacturers, u	vholesalers, and bus						
Inventory at beginning of the year	\$		rials and supplies		\$		
Purchases	\$		tory at the end of the yea	r	\$		
Cost of labor	\$						
LLC Expenses	7	1					
Advertising	\$	Meals	s – business		\$		
Bad debts	\$		Office supplies				
Bank charges	\$		nization costs	sts			
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 – other	\$	Wage	Wages				
Internet service	\$		expense		\$		
Legal and professional services	\$		expense		\$		
Car Expenses (use a separate form for each v		1	•				
Make/Model	-		Date car placed in serv	ice / /			
□ Yes □ No   Car available for personal use during off-duty hours?							
□ Yes □ No Do you (or your spouse) have	0 ,		Did you trade in your o	car this year? 🛛 Yes	s 🗆 No		
$\Box \text{ Yes } \Box \text{ No } Do \text{ you have evidence?}$	,	1	Cost of trade-in	Trade-in value			
□ Yes □ No Is your evidence written?			\$	\$			
Mileage			т 	Actual Expenses			
Beginning of year odometer			Gas/oil	\$			
End of year odometer			Insurance \$				
Business mileage			Parking fees/tolls \$				
Commuting mileage			Registration/fees \$				
Other mileage		Registration/recs   \$     Repairs   \$					

purposes. However, to use the standard mileage rate of detail expenses to calculate the deductible costs of operating your car 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 prie	ce/FMV Trade-in?			
			\$				
			\$				
			\$				
			\$				
LLC Business Credits (if you answered Yes for any of the	questions below, please prov	de a statement wit	h details)				
$\Box$ Yes $\Box$ No Did the business pay expenses to make i	t accessible by individuals v	vith disabilities?					
□ Yes □ No   Did the business pay any FICA taxes on	employee wages for tips abo	ove minimum wa	ge?				
$\Box$ Yes $\Box$ No Did the business own any residential rer	Did the business own any residential rental buildings providing qualified low-income housing?						
□ Yes □ No Did the business incur any research and	Did the business incur any research and experimental expenditures during the tax year?						
$\Box$ Yes $\Box$ No Did the business have employer pension	rer pension plan start-up costs? Total number of employees						
$\Box$ Yes $\Box$ No Did the business pay health insurance provide the second	~ 7		Total number of employees				
$\Box$ Yes $\Box$ No   Did the business purchase and place in s	ervice any electric vehicles of	or energy efficient	commercial buildir	ng property?			
Estimated Tax Payments — Tax Year 2024							
Installment	Date paid	Federal	Date paid	State			
First	\$			\$			
Second	\$			\$			
Third	\$			\$			
Fourth	\$			\$			
Amount applied from 2023 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 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.

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.