LLO Id	A Organiz	GI .						Use a s	separate	organizer fo	r each LLC
LLC General	Information										
Legal name of LLC							EIN		_		
LLC address	☐ (check if new add	dress)									
LLC Representative					Title						
				Email			Pho	ne ()		
	iness activity										
Principal pro	duct or service										
Accounting r	nethod: 🗖 Cash	□ Accrual □	Othe	er (specify)							
☐ Yes ☐ No	Does the LLC file	e under a calen	dar y	year? (If no, who	at is the fiscal y	ear?)					
☐ Yes ☐ No	Has the LLC made										
	an S corporation, p	provide a copy	of Fo	orm 2553, Elect	ion by a Small	Business	Corporation, ar	nd the accept	tance le	tter from th	e IRS.
LLC Specific				- /			4.1				
☐ Yes ☐ No	Does the LLC have an operating agreement? (New Clients, please provide a copy of the operating agreement and the articles of organization)										
☐ Yes ☐ No	Are all members	, , <u>, , , , , , , , , , , , , , , , , </u>									
☐ Yes ☐ No	Did the LLC have										
Yes No	At any time duri	· ,								t in a foreigi	n country?
Yes No	Was there a distri				by sale or deat	n) or an	LLC interest a	uring the tax	year?		
1 103 1 100	☐ 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										
	Did the LLC pay										
u res u No	Did the LLC have	e a Paycheck P	rotec	tion Program (PPP) Ioan tha	t was for	rgiven in 2023:				
							1	- 1			
		Δ		200	111	10	101	at	0		
				CCC	ш						
			-								
Princinal M	embers Ownersh	in Information	1								
		Tax ID numbe						Ownership	Memb	er or	U.S.
Name		(SSN or EIN)		Address				percentage	membe	er-manager	citizen?
							7 .				
		(ahin									
					Cau	$\mathcal{O}U$	L, L				
LLC Other Tr	ansactions										
LEG GUIGI II	anouotiono	Guaranteed	Неа	ılth insurance	Capital contr	ibutions	Distributions	Member lo	ans to	Loans repa	id by LLC
Member name		payments	prei	miums paid	from member		to member	the LLC		to member	
All Clients -	· Additional informa	ion and docume	ents r	eauired		New C	lients – <i>Additi</i>	onal information	tion and	documents	required
7111 01101110		unu uooume	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	oquiiou			LC formed	<u> </u>	ion and	uooumonto i	oquiiou
					State LLC formed in						

LLC Balance Sheet			
LLC assets at year end		LLC debts and equity at year en	d
Bank account end of year balance	\$	Accounts payable at year end	\$
Accounts receivable at end of year \$		Payables less than one year	\$
Inventories	\$	Payables more than one year	\$
Loans to members	\$	Mortgages, notes payable	\$
Mortgages and loans held by LLC	\$	Loans from members	\$
Stocks, bonds, and securities	\$	LLC capital accounts	\$
Other current assets (include list)	\$	_	
LLC Income (include all Forms 1099-K, Forms 1099	9-MISC, and Forms 1	099-NEC received)	
Gross receipts or sales	\$	Dividend income (include all 1099-DIV Forms)	\$
Returns and allowances	\$() Capital gain/loss (include all 1099-B Forms)	\$
Interest income (include all 1099-INT Forms)	\$	Other income (loss) (include a statement)	\$
LLC Cost of Goods Sold (for manufacturers, who	olesalers, and busin	esses that make, buy, or sell goods)	
Inventory at beginning of the year	\$	Materials and supplies	\$
Purchases	\$	Inventory at the end of the year	\$
Cost of labor	\$, , , , , , , , , , , , , , , , , , ,	
LLC Expenses			
Advertising	\$	Meals – business	\$
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	\$	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 – state	\$
Insurance (other than health insurance)	\$	Telephone	\$
Interest – mortgage	\$	Utilities	\$
Interest – other	\$	Wages	\$
Internet service	\$	Other expense	\$
Legal and professional services	\$	Other expense	\$



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 - Prior Clients can ask for a list of assets prev. reported							
Asset	-	Date out of service	Date sold	Selling price/FMV	Trade-in?		
				\$			
				\$			
				\$			
				\$			
LLC Business Credits (if answered Yes for any of the below, please provide a statement with details)							
☐ 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 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 c	Total number of employees					
☐ Yes ☐ No	Did the business pay health insurance premiums for em	Total number of employees					
☐ Yes ☐ No	Did the business purchase and place in service any electric vehicles or energy efficient commercial building property?						



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.

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 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.