

## LLC Tax Documents

### Paperwork Checklist

- Articles of Organization
- Last year's tax return (all schedules)
- Franchise and Excise tax Letter ID and Account ID
- State and Local Taxes Paid
- Estimated Tax Payments for the year
  - Q1: \_\_\_\_\_
  - Q2: \_\_\_\_\_
  - Q3: \_\_\_\_\_
  - Q4: \_\_\_\_\_
- Officer(s) information:
  - Names
  - Addresses
  - Social security numbers/EINs
  - % of ownership for each officer
  - Titles
  - Who signs the tax return: \_\_\_\_\_
- Profit and loss statement
- Balance sheet
- Statement of cash flows
- Receipts or documentation for any assets bought or sold during the year
- Most recent statement on any loans (should include interest paid during the tax year)
- Loan agreement for any loans taken during the tax year
- For home-based businesses:
  - Rent or own: \_\_\_\_\_
  - Total Sqft of your home: \_\_\_\_\_
  - Total Sqft of your home being used for business: \_\_\_\_\_
- Mileage log
- Charitable contribution records (Should include amount and name of the organization)
- Form 940 and 941
- Payroll information:
  - All employees' W-2s, W-3s, 1099
  - Health insurance records for group plan payments
- Inventory records (beginning of tax year and end of tax year inventory count)
- Any stocks or bonds bought or sold during the year