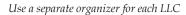
2023 LLC Tax Organizer



bank accounts with ending cash balance.

forms issued to workers.

• If the LLC has employees or paid independent contractors, provide a copy

• If any members live in a different state or outside the U.S., provide details.

of all Forms W-2, W-3, 940, 941, 1096, 1099-NEC, 1099-MISC, and any other



LLC General											
Legal name o	f LLC							EIN			
LLC address	\Box (check if new add	ress)						l			
LLC Represer	ntative				Title						
					Email			Phor	ne		
Principal bus											
	duct or service										
	Was the primary p				lize a profit?						
Accounting n				r (specify)		2)					
Yes No	Does the LLC file				, ,	ear!)					
Yes No	Has the LLC mad				*	2	C	J (1 1-	1 . 1	1 (11	TDC
LLC Specific	nn S corporation, p	provide a copy	of Fo	rm 2553, Elect	ion by a Small I	<i>Susiness</i> (Corporation, an	a the accepta	ance let	ter from the	e IKS.
	Does the LLC ha	vo an anaratin	~ ~ ~ ~ ~	om on t2 (If thi	a ia tha finat war	u of the I I	C'a arristanca a	lagaa muanida	a com 1 c	of the enematic	M.O.
Yes No	agreement and the				s is ine jirsi yeu	r oj ine Li	LC's existence, p	neuse proviue	и сору с	ij ine operatii	ng
Yes No	Are all members	actively partic	ipatir	ng in the busin	ess?						
Yes No	Is any member in	the LLC a dis	regar	ded entity, a p	artnership, a t	rust, an	S corporation,	or an estate?			
Yes No	Is the LLC a part										
Yes No	Did any foreign or domestic corporation, partnership, trust, tax-exempt organization, individual, or estate own directly or indirectly 50% or more of the profit, loss, or capital of the LLC?										
Yes No	Did the LLC own directly 20% or more, or own directly or indirectly, 50% or more of the total voting power of all classes of										
	stock entitled to vote of any foreign or domestic corporation?										
Yes No	Did the LLC have any debt that was cancelled, was forgiven, or had the terms modified so as to reduce principal amount of debt?										
Yes No											
	Yes No Was there a distribution of property or a transfer (by sale or death) of an LLC interest during the tax year?										
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	assets at the e	nd of	the tax year v	vere less than	\$1 millio	n.				
Yes No Did the LLC pay \$600 or more to any individual? If yes, include a copy of Form 1099-NEC for each.											
Yes No	Did the LLC have	e a Paycheck P	rotec	tion Program	(PPP) loan tha	t was for	rgiven in 2023?	ı			
Principal Me	mbers Ownersh	ip Informatio	n								
Name Tax ID number (SSN or EIN) Address						Ownership percentage	Membe	er or r-manager	U.S. citizen?		
11,000		(0011012111)		110000 000				0.00%	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		CTTTZCTTT
								0.00%			
								0.00%			
								0.00%			
								0.00%			
								0.00%			
LLC Other Tr	ansactions										
		Guaranteed	Неа	lth insurance	Capital contri	butions	Distributions	Member lo	ans to	Loans repai	id by LLC
Member name		payments premiums paid		from member to member		the LLC to member					
								1			
	Additional informat			-			lients – Additio	nal informati	on and	documents re	equired
 Provide the income/financial statements for the year (per books), balancesheet depreciation schedule per books, and cash reconciliation of business. 						Date LLC formed					

• Provide copies of LLC's Articles of Organization and

• Provide copies of depreciation schedules for book, tax, and

• Provide copies of tax returns for last two years, including

Operating Agreement (if any).

LLC assets at year end			LLC debts	and equity at year end	
Bank account end of year balance	\$	Accor	unts payable at year end	, , ,	\$
Accounts receivable at end of year	\$	Payal	oles less than one year		\$
Inventories	\$	Payal	oles more than one year		\$
Loans to members	\$	Mort	gages, notes payable		\$
Mortgages and loans held by LLC	\$	Loans	s from members		\$
Stocks, bonds, and securities	\$	LLC	capital accounts		\$
Other current assets (include list)	\$				
LLC Income (include all Forms 1099-K, Forms 109	9-MISC, and Forms 1	1099-NEC recei	ved)		
Gross receipts or sales	\$	Divid	Dividend income (include all 1099-DIV Forms)		\$
Returns and allowances	\$ () Capit	Capital gain/loss (include all 1099-B Forms)		\$
Interest income (include all 1099-INT Forms)	\$	Other	Other income (loss) (include a statement)		\$
LLC Cost of Goods Sold (for manufacturers, wh	olesalers, and busin	nesses that ma	ke, buy, or sell goods)		
Inventory at beginning of the year	\$		rials and supplies		\$
Purchases	\$		itory at the end of the yea	ar	\$
Cost of labor	\$, ,		
LLC Expenses					
Advertising	\$	Meals	s – business		\$
Bad debts	\$	Office	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	Taxes – state		
Insurance (other than health insurance)	\$	Telep	Telephone		
Interest – mortgage	\$	Utiliti			\$ \$
Interest – other	\$	Wage	Wages		
Internet service	\$	_	Other expense		\$
Legal and professional services	\$		Other expense		
Car Expenses (use a separate form for each vehi			•		\$
Make/Model	•		Date car placed in serv	ice	
_ Yes _ No Car available for personal use d	uring off-duty hou	urs?	r		
Yes No Do you (or your spouse) have a	,		Did you trade in your 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?			\$ \$		-
			Ψ	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 \$		

Generally, you can use either the standard mileage rate or actual expenses to calculate the deductible costs of operating your car for business 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 out of se	rvice Date sold	Selling price/FMV	Trade-in?		
	Dute out of se	retec Bute som	\$	Truce iii.		
			\$			
			\$			
			\$			
LC Business Credits (if answered Yes for any of the bel	ow, please provide a statement w	ith details)				
Yes _ No Did the business pay expenses to make	it accessible by individuals wi	th disabilities?				
Yes _ No Did the business pay any FICA on emp	Did the business pay any FICA on employee wages for tips above minimum wage?					
Yes _ No Did the business own any residential re	Did the business pay any FICA on employee wages for tips above minimum wage? 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?					
Yes No Did the business have employer pension	on plan start-up costs? Total number of employees					
Yes _ No Did the business pay health insurance p	premiums for employees?	f employees				
Yes No Did the business purchase and place in	service any electric vehicles or energy efficient commercial building property?					
stimated Tax Payments — Tax Year 2023						
nstallment	Date paid	Federal	Date paid	State		
irst	\$		\$			
Second	\$		\$			
Third	\$		\$			
ourth	\$		\$			
Amount applied from 2022 overpayment	\$		\$			
otal	\$		\$			
	<u> </u>					

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.