# **LLC Tax Organizer**

(See next page for Organizer)



## **PEOT TAX SERVICE**

N3736 County Road AB Luxemburg, WI 54217 (920) 845-1466 www.peottaxservice.com

	Information	<u> </u>						CLOC W.	epinine	organizer jo	, chen EEC
Legal name of LLC								EIN	,	-	
LLC address	☐ (check if new add	dress)									
LLC Represe	ntative				Title						
				Email			Pho	ne (	)		
Principal bus	iness activity				1			1	(	/	
	duct or service										
	Was the primary	purpose of the	LLC	activity to rea	lize a profit?						
	nethod: 🗆 Cash			-							
	Does the LLC file			1 70	at is the fiscal y	rear?)					
	Has the LLC mad										
	an S corporation, p					Business	Corporation, an	d the accept	tance le	tter from th	e IRS.
LLC Specific		17		,							
☐ Yes ☐ No	Does the LLC have an operating agreement? (If this is the first year of the LLC's existence, please provide a copy of the operating agreement and the articles of organization)										
☐ Yes ☐ No	Are all members	, ,			ess?						
☐ Yes ☐ No	Is any member ir					trust, an S	S corporation.	or an estate	?		
☐ Yes ☐ No											
☐ Yes ☐ No	Is the LLC a partner in another partnership?  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	At any time during the year, did the LLC have an interest in, or signature authority over a financial account in a foreign country?										
☐ Yes ☐ No	,	,									
☐ Yes ☐ No											
☐ Yes ☐ No	Did the LLC pay	\$600 or more t	o any	y individual? I	f yes, include	a copy o	f Form 1099-N	EC for each.			
☐ Yes ☐ No	Did the LLC have	e a Paycheck F	rotec	tion Program (	(PPP) loan tha	it was for	rgiven in 2023?				
Principal Me	embers Ownersh	ip Information	1								
Name		Tax ID numbe (SSN or EIN)	r	Address				Ownership percentage	Membe membe	er or er-manager	U.S. citizen?
LLC Other Tr	ansactions										
Member name		Guaranteed Health insurance payments premiums paid		Capital contributions from member		Distributions to member	Member lo the LLC			repaid by LLC mber	
All Clients –	Additional information	tion and docume	ents r	equired		New C	lients – <i>Additio</i>	onal informat	tion and	documents	required
• Provide the income/financial statements for the year (per books sheet, depreciation schedule per books, and cash reconciliation of						Date LLC formed State LLC formed in					
<ul> <li>bank accounts with ending cash balance.</li> <li>If the LLC has employees or paid independent contractors, provof all Forms W-2, W-3, 940, 941, 1096, 1099-NEC, 1099-MISC, and forms instead to weakers.</li> </ul>					• Provi Opera • Provi	<ul> <li>Provide copies of LLC's Articles of Organization and Operating Agreement (if any).</li> <li>Provide copies of depreciation schedules for book, tax, and</li> </ul>					
<ul><li>forms issued to workers.</li><li>If any members live in a different state or outside the U.S., provide The business may be subject to withholding requirements.</li></ul>				ride details.	<ul><li>AMT.</li><li>Provide copies of tax returns for last two years, including state returns (if applicable).</li></ul>						

LLC Balance	Sheet								
LLC assets at year end					LLC debts and equity at year end				
Bank account end of year balance			\$	Accou	nts payable at year end		\$		
Accounts receivable at end of year			\$	Payab	les less than one year	\$			
,		\$	Payab	les more than one year		\$			
Loans to men	nbers		\$	Mortg	ages, notes payable	\$			
Mortgages an	d loans held by LI	.C	\$	Loans	from members		\$		
Stocks, bonds	, and securities		\$	LLC c	apital accounts		\$		
Other current	assets (include list,	)	\$						
LLC Income	include all Forms 10	99-K, Forms 1099-MIS	C, and Forms 1099-NE	C recei	ved)				
Gross receipts	s or sales		\$	Divid	end income (include all 1099-	\$			
Returns and a	ıllowances		\$( )	Capital gain/loss (include all 1099-B Forms)			\$		
Interest incon	ne ( <i>include all 1099-</i>	INT Forms)	\$	Other	income (loss) (include a state	\$			
LLC Cost of C	Goods Sold <i>(for ma</i>	nufacturers, wholesald	ers, and businesses t	that mal	ce, buy, or sell goods)				
Inventory at l	peginning of the ye	ear	\$	Materials and supplies			\$		
Purchases			\$	Inven	tory at the end of the year		\$		
Cost of labor			\$						
LLC Expense	s								
Advertising			\$	Meals	– business		\$		
Bad debts			\$	Office	supplies		\$		
Bank charges			\$	Organ	ization costs		\$		
Business licer	nses		\$	Pension and profit sharing plans			\$		
Commissions and fees		\$	Rent or lease – car, machinery, equipment			\$			
Contract labor		\$	Rent o	or lease – other business pro	\$				
Employee benefit programs		\$	Repair	rs and maintenance	-	\$			
Employee health care plans		\$	Taxes	– payroll		\$			
Entertainment (not deductible)		\$	Taxes	– property		\$			
Gifts			\$	Taxes	– sales		\$		
Guaranteed p	ayments to memb	ers	\$	Taxes	– state		\$		
Insurance (ot)	ier than health insui	rance)	\$	Telephone			\$		
Interest – mortgage		\$	Utilities			\$			
Interest – other		\$	Wages	3	\$				
Internet service		\$	Other	expense	\$				
Legal and professional services		\$	Other expense			\$			
Car Expense	S (use a separate fo	rm for each vehicle)							
Make/Model					Date car placed in service	/ /			
☐ Yes ☐ No Car available for personal use during off-duty hours?									
☐ Yes ☐ No	Do you (or your spouse) have any other cars for personal			l use?	Did you trade in your car	No			
☐ Yes ☐ No Do you have evidence?				Cost of trade-in	Trade-in value				
☐ Yes ☐ No   Is your evidence written?				\$	\$				
Mileage				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									
						tor business. In lat	er 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 S	old or Disposed of During Year							
Asset		Date out	ite out of service Date s		Selling price/FMV	Trade-in?		
					\$			
					\$			
					\$			
					\$			
LLC Business	Credits (if answered Yes for any of the below	w, please provide a staten	ent with de	etails)				
□ Yes □ No	Did the business pay expenses to make it	accessible by individual	s with disa	abilities?				
□ Yes □ No								
□ Yes □ No								
□ Yes □ No								
□ Yes □ No	Did the business have employer pension p	plan start-up costs?	Total number of employees					
⊒ Yes □ No	Did the business pay health insurance pre	emiums for employees?	7	Total number of	employees			
⊒ Yes □ No	Did the business purchase and place in service any electric vehicles or energy efficient commercial building property?							
Estimated Ta	x Payments — Tax Year 2023							
Installment		Date paid	Fede	eral	Date paid	State		
First		,	\$		\$			
Second			\$		\$			
Third			\$		\$			
Fourth			\$		\$			
Amount appl	ied from 2022 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.

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.