LLC Tax Organizer

(See next page for Organizer)

Wildhorse Tax Service, LLC

7400 W. 130th St, Ste 100 Overland Park, KS 66213 (913) 904-0447



LLC Tax Organizer

Use a separate organizer for each LLC

LLC General	LLC General Information										
Legal name of LLC						EIN	I	-			
LLC address 🖵 (check if new address)											
LLC Represen	ntative				Title						
					Email			Pho	one ()	
Principal bus	iness activity										
Â	duct or service										
	Was the primary			<u> </u>	lize a profit?						
	nethod: Cash			1 20							
	Does the LLC file under a calendar year? (If no, what is the fiscal year?)										
	Has the LLC mad				*			1.1	. 1		IDC
	an S corporation, p	provide a copy	of Fo	orm 2553, Elect	ion by a Small	Business (<i>Corporation,</i> an	d the accep	tance le	tter from th	e IRS.
LLC Specific Questions □ 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											
□ Yes □ No	agreement and the	articles of organ	izati	on)		r of the Li	LC s existence, p	ilease provia	е а сору	of the operat	ing
🗆 Yes 🗆 No	Are all members	actively partic	ipati	ng in the busin	ess?						
□ Yes □ No	Is any member in				artnership, a	rust, an S	S corporation,	or an estate	?		
□ Yes □ No	Is the LLC a parts		<u> </u>	^							
□ Yes □ No	Did any foreign of indirectly 50% or					exempt o	organization, ir	ndividual, o	r estate	own direct	y or
🗆 Yes 🗖 No	Did the LLC own stock entitled to v					ctly, 50%	or more of the	e total votin	g powe	r of all class	ses of
□ Yes □ No	Did the LLC have				<u> </u>	nad the te	erms modified	so as to red	uce prir	ncipal amou	int of debt?
□ Yes □ No	At any time duri				-					<u> </u>	
□ Yes □ No		• •				•				0	
□ Yes □ No	 Was there a distribution of property or a transfer (by sale or death) of an LLC interest during the tax year? 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 end of the tax year were less than \$1 million. 										
□ Yes □ No	Did the LLC pay							EC for each			
	embers Ownershi				<u> </u>	1.5					
		Tax ID numbe						Ownership	Memb	er or	U.S.
Name		(SSN or EIN)		Address				percentage	membe	er-manager	citizen?
LLC Other Tr	ansactions	•					`				
		Guaranteed		lth insurance	Capital contr	ibutions	Distributions	Member le	oans to	Loans repa	
Member name		payments	prei	niums paid	from member		to member	the LLC		to member	
All Cliente -	All Clients – Additional information and documents required New Clients – Additional information and documents required										
Provide the income/financial statements for the year (per books), balance Date LLC formed						ฉบบนเทษที่เร็ ไ	equiled				
sheet, depreciation schedule per books, and cash reconciliation of busines					State LLC formed in						
hank accounts with onding each halance					LC's Articles of Organization and						
	as employees or p W-2, W-3, 940, 941					Opera	ting Agreeme	nt (if any).			
	d to workers.	1, 1070, 1077-IN	<u>ь</u> с,	1099-19113C, dfi	a any other		de copies of de	preciation s	schedule	es for book,	tax, and
• If any mem	bers live in a differ				ide details.	AMT. • Provid	de copies of ta	x returns for	r last tw	o years, inc	luding
The busines	s may be subject to	o withholding	requ	irements.			eturns (if appl			· ·	

LLC Balance Sheet <i>LLC assets at year e</i>	nd		IIC debte	and equity at year end			
Bank account end of year balance	\$	Accol	ints payable at year end	ina equity at year ena	\$		
Accounts receivable at end of year	\$		les less than one year	\$			
			Payables more than one year		\$		
loans to members	\$		ages, notes payable		\$		
fortgages and loans held by LLC	\$		from members		\$		
tocks, bonds, and securities	\$				\$		
Other current assets (<i>include list</i>)	\$		LLC capital accounts				
LC Income (include all Forms 1099-K and For	1						
Gross receipts or sales	\$		and income (include all 1	000 DIV Forms)	\$		
eturns and allowances	\$(Dividend income (<i>include all 1099-DIV Forms</i>) Capital gain/loss (<i>include all 1099-B Forms</i>)				
nterest income (<i>include all 1099-INT Forms</i>)	\$		income (loss) (<i>include a</i>		\$		
			. ,	statement)	Þ		
LC Cost of Goods Sold (for manufacturers,					1.		
nventory at beginning of the year	\$		ials and supplies		\$		
Purchases	\$	Inven	tory at the end of the yea	ar	\$		
Cost of labor	\$						
LC Expenses							
Advertising	\$		for business in restaura	, ,	\$		
ad debts	\$		– other business meals ((50% deduct.)	\$		
ank charges	\$		Office supplies				
Business licenses	\$		nization costs		\$		
Commissions and fees	\$		Pension and profit sharing plans				
Contract labor	\$		Rent or lease – car, machinery, equipment				
Employee benefit programs	\$		or lease – other business	property	\$		
Imployee health care plans	\$		rs and maintenance		\$		
Entertainment	\$		– payroll		\$		
Gifts	\$		– property		\$		
Guaranteed payments to members	\$		– sales		\$		
nsurance (other than health insurance)	\$		Taxes – state				
nterest – mortgage	\$	^	Telephone				
nterest – other	\$		Utilities				
nternet service	\$	Wages	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~				
egal and professional services	\$	Other	Other expense \$				
Entertainment is no longer deductible for							
Car Expenses (use a separate form for each	vehicle)		1				
/ake/Model			Date car placed in service / /				
Yes INO Car available for personal us							
Yes INO Do you (or your spouse) hav	e any other cars for pe	ersonal use?			□ No		
Yes INO Do you have evidence?			Cost of trade-in	Trade-in value			
Yes INO Is your evidence written?			\$ \$				
Mileage			Actual Expenses				
eginning of year odometer			Gas/oil	\$			
nd of year odometer			Insurance	\$			
business mileage			Parking fees/tolls \$				
Commuting mileage			Registration/fees \$				
Other mileage			Repairs	\$			
Generally, you can use either the standard							
purposes. However, to use the standard m				ble for business. In l	ater years, you		
hen choose between either the standard m	ileage rate method or	actual expense	ses.				

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 price/FMV	Trade-in?	
				\$		
				\$		
				\$		
				\$		
LLC Business	Credits (if answered Yes for any of the below, please provid	e a statement with de	etails)			
□ Yes □ No Did the business pay expenses to make it accessible by individuals with disabilities?						
🗆 Yes 🗖 No	□ 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 costs? Total number of employees

🗆 Yes 🗅 No	Did the business pay health insurance premiums for employees?	Total number of employees
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Estimated Tax Payments — Tax Year 2021

Installment	Date paid	Federal	Date paid	State
First		\$		\$
Second		\$		\$
Third		\$		\$
Fourth		\$		\$
Amount applied from 2020 overpayment?		\$		\$
Total		\$		\$

COVID-19 Related

🗆 Yes 🗅 No	Did the business receive a Paycheck Protection Program loan?				
🗆 Yes 🗅 No	Did the business receive an Economic Injury Disaster Loan or Emergency Advance through the SBA?				
🗆 Yes 🗅 No	Did the business delay payment of employer payroll taxes?				
🗆 Yes 🗅 No	Did the business receive a payroll tax credit for sick leave paid to employees due to COVID-19?				
🗆 Yes 🗅 No	Did the business receive a payroll tax credit for paid family leave paid to employees due to COVID-19?				
🗆 Yes 🗅 No	Did the business receive a payroll tax credit for a business suspension or slowdown?				

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 is required for preparation of late returns.
- You should keep a copy of the tax return and any related tax documents. You may be assessed a fee if you request a 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 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.