LLC Tax Organizer

(See next page for Organizer)

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AISHA'S MOBILE NOTARY & TAX PROS Your *Signature* is Everything

Please have the following documents: Check off as you get organize

- 1.) Statement of information ____
- 2.) Balance Sheet _
- 3.) Profit N Loss Sheet ____
- 4.) Original EIN Letter ____
- 5.) Articles _
- 6.) Driver License of all Owners ____
- 7.) SSN of all Owners _
- 8.) Last Years Tax Returns ____

LLC Tax Organizer

Use a separate organizer for each LLC

LLC General	Information										
Legal name o	f LLC							EIN	[-	
LLC address	□ (check if new add	lress)									
LLC Represe	ntative				Title						
					Email			Pho	ne ()	
Principal bus	iness activity										
Â	duct or service										
	Was the primary			<u> </u>	lize a profit?						
	nethod: Cash			1 20							
	Does the LLC file				, ,	ear?)					
	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 accept	tance le	tter from th	e IRS.
LLC Specific					· 11 (* 1	6.11 1		1 . 1		6.1	
□ Yes □ No	Does the LLC have agreement and the				s is the first yea	r of the Li	LC s existence, p	nease provia	га сору	of the operat	ing
🗆 Yes 🗆 No	Are all members	, , , , , , , , , , , , , , , , , , ,		0							
□ 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	idividual, o	r estate	own directl	iy or
🗆 Yes 🗖 No	Did the LLC own stock entitled to v					ectly, 50%	or more of the	e total votin	g powe	r of all class	ses of
□ Yes □ No	Did the LLC have				<u> </u>	had the te	erms modified	so as to red	uce prir	ncipal amou	int of debt?
□ Yes □ No	At any time duri	ng the year, did	l the	LLC have an i	nterest in, or s	ignature	authority over	a financial	accoun	t in a foreig	n country?
□ Yes □ No	Was there a distri	ibution of prop	erty	or a transfer (b	oy sale or deat	h) of an l	LLC interest du	uring the ta	x year?	-	
□ Yes □ No	Does the LLC sat • The LLC's total • The LLC's total	receipts for the	e tax	year were less			n.		-		
□ Yes □ No	Did the LLC pay							ISC for each	ı.		
	embers Ownershi					1,7					
•		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 la	oans to	Loans repa	
Member name		payments	prei	niums paid	from member		to member	the LLC		to member	
All Cliente	Additional information	in and doorwood		in- d		Now C	lionto Additi		tion and	dooumontor	
	Additional information				e) balance		lients – Additie		uvii alla	uocuments l	equired
	ciation schedule p						LC formed in				
bank accou	nts with ending ca	sh balance.						C's Articles	of Oro	anization a	nd
• If the LLC has employees or paid independent contractors, provide of all W/2, W/2, 040, 041, 1006, 1000, MISC, and any other forms inc					 Provide copies of LLC's Articles of Organization Operating Agreement (if any). 						
of all W-2, W-3, 940, 941, 1096, 1099-MISC, and any other forms is workers.				issued to	• Provide copies of depreciation schedules for book,				tax, and		
• If any mem	bers live in a differ				ide details.	AMT. • Provid	de copies of tax	k returns for	last tw	o years. inc	luding
The busines	s may be subject to	o withholding	requ	irements.			eturns (if appl			,	.0

LLC assets at year end LLC debts and equity at year end § Bank accounts receivable at end of year \$ Payables less than one year \$ Loans to members \$ Payables less than one year \$ Mortgages and loans held by LLC \$ Mortgages, notes payable \$ Mortgages and loans held by LLC \$ Mortgages, notes payable \$ Other current assets (include list) \$ LLC capital accounts \$ Inventories \$ Dividends income (include all 1099-DIV Forms) \$ Returns and allowances \$ () Capital gain/loss (include all 1099-DIV Forms) \$ Interest income (include all 1099-INT Forms) \$ Other income (loss) (include al atlement) \$ Interest income (include all 1099-INT Forms) \$ Materials and supplies \$ \$ Inventory at beginning of the year \$ Inventory at be end of the year \$ \$ Inventory at be end of the year \$ Materials and supplies \$ \$ Sector of Goods Sold (for manufactures, wholesalers, and businesses that make, buy, or sell goods) \$ \$ \$ Inventory at be end of the year \$ <th>LC Balance Sheet</th> <th></th> <th></th> <th></th> <th></th> <th></th>	LC Balance Sheet						
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□ Yes □ No Do you (or your spouse) have any other cars for personal use? Did you trade in your car this year? □ Yes □ No □ Yes □ No Do you have evidence? Cost of trade-in Trade-in value □ Yes □ No Is your evidence written? \$ \$ □ Yes □ No Is your evidence written? \$ \$ ■ Yes □ No Is your evidence written? \$ \$ ■ Mileage Actual Expenses Actual Expenses Beginning of year odometer Gas/oil \$ End of year odometer Insurance \$							
□ Yes □ No Do you have evidence? Cost of trade-in Trade-in value □ Yes □ No Is your evidence written? \$ \$ □ Yes □ No Is your evidence written? \$ \$ ■ Yes □ No Is your evidence written? \$ \$ ■ Mileage Actual Expenses Actual Expenses Beginning of year odometer Gas/oil \$ End of year odometer Insurance \$				Did you trade in your car this year? □ Yes □ No			
Yes No Is your evidence written? \$ \$ Mileage Actual Expenses Beginning of year odometer Gas/oil \$ End of year odometer Insurance \$				· · · ·			
Mileage Actual Expenses Beginning of year odometer Gas/oil End of year odometer Insurance							
Beginning of year odometer Gas/oil \$ End of year odometer Insurance \$							
End of year odometer Insurance \$						1 /	
	0 0 /						
Dushiess nineage farking rees/ tons b	Business mileage			Parking fees/tolls	\$		
Commuting mileage Registration/fees \$	0						
				Repairs \$			
Generally, you can use either the standard mileage rate or actual expenses to figure the deductible costs of operating your car for		nileage rate or actual e	expenses to f			ar for business	

Generally, you can use either the standard mileage rate or actual expenses to figure 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 S	old or Disposed of During Year							
Asset		Date out of service		Date sold	Selling price/FM	V Trade-in?		
					\$			
					\$			
					\$			
					\$			
					\$			
					\$			
LLC Busines	s Credits (if answered Yes for any of the below	v, please provide a stat	ement with d	letails)				
🗆 Yes 🗖 No	Did the business pay expenses to make it a	accessible by individuals with disabilities?						
🗆 Yes 🗖 No	Did the business pay any FICA on employ	yee wages for tips above minimum wage?						
🗆 Yes 🗖 No	Did the business own any residential renta	tal buildings providing qualified low-income housing?						
🗆 Yes 🗖 No	Did the business incur any research and ex	xperimental expendit	ures during	the tax year?				
🗆 Yes 🗖 No	Did the business have employer pension p	in start-up costs? Total number of			employees			
🗆 Yes 🗖 No	Did the business pay health insurance pre	miums for employee	s?	Total number of	f employees			
Estimated Ta	x Payments — Tax Year 20							
Installment		Date paid	Fed	1eral	Date paid	State		
First			\$		\$	\$		
Second			\$		\$			
Third			\$		\$			
Fourth			\$		\$			
Amount appl	ied from(tax year) 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 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

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.

Date

\$