LLC Tax Organizer

(See next page for Organizer)

TaxUSign, LLC
A Virtual Tax Firm

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Enrolled to practice before the IRS

ENROLLED EA AGENT

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LLC Tax Organizer

Use a separate organizer for each LLC

LLC General Information

Legal name of LLC	EIN
LLC address *(check if new address)*	
LLC Representative	Title
	Email / Phone
Principal business activity	
Principal product or service	

Yes	No	Was the primary purpose of the LLC activity to realize a profit?

Accounting method: Cash Accrual Other *(specify)*

Yes	No	Does the LLC file under a calendar year? *(If no, what is the fiscal year?)*
Yes	No	Has the LLC made the election to be taxed as a corporation?

If the LLC is an S corporation, provide a copy of Form 2553, *Election by a Small Business Corporation*, and the acceptance letter from the 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 agreement and the articles of organization)*
Yes	No	Are all members actively participating in the business?
Yes	No	Is any member in the LLC a disregarded entity, a partnership, a trust, an S corporation, or an estate?
Yes	No	Is the LLC a partner in another partnership?
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	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	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 end of the tax year were less than $1 million.
Yes	No	Did the LLC pay $600 or more to any individual? If yes, include a copy of Form 1099-MISC for each.

Principal Members Ownership Information

Name	*Tax ID number (SSN or EIN)*	*Address*	*Ownership percentage*	*Member or member-manager*	*U.S. citizen?*

LLC Other Transactions

Member name	*Guaranteed payments*	*Health insurance premiums paid*	*Capital contributions from member*	*Distributions to member*	*Member loans to the LLC*	*Loans repaid by LLC to member*

All Clients – *Additional information and documents required*

- Provide the income/financial statements for the year (per books), balance sheet, depreciation schedule per books, and cash reconciliation of business bank accounts with ending cash balance.
- If the LLC has employees or paid independent contractors, provide a copy of all W-2, W-3, 940, 941, 1096, 1099-MISC, and any other forms issued to workers.
- If any members live in a different state or outside the U.S., provide details. The business may be subject to withholding requirements.

New Clients – *Additional information and documents required*

Date LLC formed

State LLC formed in

- Provide copies of LLC's Articles of Organization and Operating Agreement (if any).
- Provide copies of depreciation schedules for book, tax, and AMT.
- Provide copies of tax returns for last two years, including state returns (if applicable).

LLC Balance Sheet

LLC assets at year end		*LLC debts and equity at year end*	
Bank account end of year balance	$	Accounts payable at year end	$
Accounts receivable at end of year	$	Payables less than one year	$
Loans to members	$	Payables more than one year	$
Mortgages and loans held by LLC	$	Mortgages, notes payable	$
Stocks, bonds, and securities	$	Loans from members	$
Other current assets *(include list)*	$	LLC capital accounts	$
Inventories	$		

LLC Income *(include all Forms 1099-K received)*

Gross receipts or sales	$	Dividends income *(include all 1099-DIV Forms)*	$
Returns and allowances	$ ( )	Capital gain/loss *(include all 1099-B Forms)*	$
Interest income *(include all 1099-INT Forms)*	$	Other income (loss) *(include a statement)*	$

LLC Cost of Goods Sold *(for manufacturers, wholesalers, and businesses that make, buy, or sell goods)*

Inventory at beginning of the year	$	Materials and supplies	$
Purchases	$	Inventory at the end of the year	$
Cost of labor	$		

LLC Expenses

Advertising	$	Management fees	$
Bad debts	$	Meals – business	$
Bank charges	$	Office supplies	$
Business licenses	$	Organization costs	$
Commissions and fees	$	Pension and profit sharing plans	$
Contract labor	$	Rent or lease – car, machinery, equipment	$
Employee benefit programs	$	Rent or lease – other business property	$
Employee health care plans	$	Repairs and maintenance	$
Entertainment	$	Taxes – payroll	$
Gifts	$	Taxes – property	$
Guaranteed payments to members	$	Taxes – sales	$
Insurance *(other than health insurance)*	$	Taxes – state	$
Interest – mortgage	$	Telephone	$
Interest – other	$	Utilities	$
Internet service	$	Wages	$
Legal and professional services	$	Other expense	$

Car Expenses *(use a separate form 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 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?		

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 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 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 provide a statement with details)*			
Yes	No	Did the business pay expenses to make it accessible by individuals with disabilities?	
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

Estimated Tax Payments — Tax Year 2018				
Installment	*Date paid*	*Federal*	*Date paid*	*State*
First		$		$
Second		$		$
Third		$		$
Fourth		$		$
Amount applied from 2017 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 *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.