



Tax Year: *Use a separate organizer for each LLC* 

LLC General	Information									organizer jer	
Legal name of LLC							EIN		_		
LLC address □ (check if new address)											
LLC Representative			Title	2							
			Email			Pho	ne (	)			
Principal bus											
	duct or service										
	☐ Yes ☐ No Was the primary purpose of the LLC activity to realize a profit?										
	Accounting method:   Cash Accrual Other (specify)										
Yes No	☐ 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?										
	an S corporation, p				1	Rucinace	Cornoration on	d the accept	anco lo	ttor from the	o IDC
LLC Specific		лочие а сору	0110	JIII 2555, Lieci	ion by a smail.	<i>ризіпе</i> зз (	Corporation, and	u ille accept	ance le	tter mom th	e IKS.
☐ Yes ☐ No	Does the LLC hav	vo an anaratin	T 20T	oomont? (If this	a ic the first wee	r of the I	I C's avistance v	lagga mroznida	a comu	of the morat	ino
ies ino	agreement and the				5 i5 ine jirsi yeu	r oj ine Li	LC 8 existence, p	пеиѕе ргооние	и сору	oj ine operali	ing
☐ Yes ☐ No	Are all members	, ,			ess?						
☐ Yes ☐ No	Is any member in	the LLC a dis	regai	ded entity, a p	artnership, a	rust, an	S corporation,	or an estate	?		
☐ Yes ☐ No	Is the LLC a parts	ner in another	partı	nership?	_						
☐ 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	e any debt that	was	cancelled, was	forgiven, or l	nad the te	erms modified	so as to red	ace prir	icipal amou	nt of debt?
☐ Yes ☐ No	At any time duri	ng the year, did	d the	LLC have an i	nterest in, or s	ignature	authority over	a financial	account	t in a foreigi	n country?
☐ Yes ☐ No	Was there a distri	ibution of prop	erty	or a transfer (b	y sale or deat	h) of an l	LLC interest dı	aring the tax	x 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 t	o any	/ individual? I	f yes, include	a copy of	f Form 1099-M	ISC for each	١.		
Principal Members Ownership Information											
Name Tax ID number (SSN or EIN) Address					Ownership percentage	Membe membe	er or er-manager	U.S. citizen?			
LLC Other Tr	ansactions										
		Guaranteed		lth insurance	Capital contr	ibutions	Distributions	Member lo	ans to	Loans repa	id by LLC
Member name		payments pren		niums paid	from member		to member	the LLC		to member	
								-			
All Cliente Additional information and January to a series						Now Clients - Additional information and decuments required					
All Clients – Additional information and documents required				o) halamao	New Clients – Additional information and documents required						
<ul> <li>Provide the income/financial statements for the year (per books), sheet, depreciation schedule per books, and cash reconciliation of</li> </ul>					Date LLC formed State LLC formed in						
bank accounts with ending cash balance.					<b></b>	de copies of LL	C's Articles	of Oro	anization ar		
• If the LLC has employees or paid independent contractors, provide					Opera	nting Agreemer	nt (if any).	Ü			
of all W-2, W-3, 940, 941, 1096, 1099-MISC, and any other forms issued workers.				issued to	Provide copies of depreciation schedules for book, tax, and						
• If any members live in a different state or outside the U.S., provide de				ide details.	AMT. • Provide copies of tax returns for last two years, including						
The business may be subject to withholding requirements.						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		\$	Payable	Payables more than one year			\$			
Mortgages and loans held by LLC		\$	Mortga	Mortgages, notes payable			\$			
Stocks, bonds, and securities		\$	Loans f	from mei	mbers		\$			
Other current assets (include list,	)	\$	LLC ca	pital acc	ounts		\$			
Inventories		\$								
LLC Income (include all Forms 10	199-K received)									
Gross receipts or sales		\$	Divide	nds inco	me (include all 1099	-DIV Forms)	\$			
Returns and allowances		\$( )	Capital	gain/lo	ss (include all 1099-	B Forms)	\$			
Interest income (include all 1099-	-INT Forms)	\$	-		oss) (include a state		\$			
LLC Cost of Goods Sold (for ma	nufacturers, wholesal	ers, and businesses								
Inventory at beginning of the year		\$		als and s			\$			
Purchases		\$			e end of the year		\$			
Cost of labor		\$		)			T			
LLC Expenses		,								
Advertising		\$	Manag	ement fe	es		\$			
Bad debts		\$		- busines			\$			
Bank charges		\$		supplies			\$			
Business licenses		\$	-	zation co	nete		\$			
Commissions and fees		\$					\$			
Contract labor		\$	Pension and profit sharing plans  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		\$	1			\$				
Internet service		\$	Wages \$							
Legal and professional services		\$	Other expense \$							
*Entertainment is no longer ded	Ι Ψ	o tricr c	мренос			4				
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?				Date car placed in service /						
	r spouse) have any other cars for persona			Did you	his year? ☐ Yes ☐	No				
Yes No Do you have evid			Cost of t	110						
			Cost of trade-in Trade-in value \$			¢				
☐ Yes ☐ No   Is your evidence written?  Mileage				Actual Expenses						
Beginning of year odometer		Gas/oil		7101	\$					
End of year odometer			Insurance		\$					
Business mileage		Parking fees/tolls \$			<del> </del>					
Commuting mileage			Registration/fees \$		<del> </del>					
Other mileage				Repairs	tion, ices	φ <b>¢</b>				
Generally, you can use either the standard mileage rate or actual expens					leductible costs of	operating your car	for husiness nur-			
poses. However, to use the stand										
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	•		ırchased	Cost	Date placed in serv					
			,		\$	,				

\$

\$ \$

\$

Equipment Sold or Disposed of During Year								
Asset	Date out of servic	e Date sold	Selling price/FMV	Trade-in?				
			\$					
			\$					
			\$					
			\$					
			\$					
			\$					
LLC Business Credits (if answered Yes for any of the below	v, please provide a statement with	details)						
☐ Yes ☐ No Did the business pay expenses to make it accessible by individuals with disabilities?								
	No Did the business pay any FICA on employee wages for tips above minimum wage?							
	No Did the business own any residential rental buildings providing qualified low-income housing?							
	No Did the business incur any research and experimental expenditures during the tax year?							
☐ Yes ☐ No Did the business have employer pension p	olan start-up costs?	Total number of	per of employees					
☐ Yes ☐ No ☐ Did the business pay health insurance pre	miums for employees?	Total number of employees						
Estimated Tax Payments — Tax Year 2019								
Installment	Date paid F	ederal	Date paid	State				
First	\$		\$	\$				
Second	\$		\$					
Third	\$		\$					
Fourth	\$		\$					
Amount applied from 2018 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 Title Date	Drive av Deliev						
	Taxpayer	1 itle	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.