## **LLC Tax Organizer**

(See next page for Organizer)



Agee Business Solutions LLC (951)420-7735 Lauren@ageebusinesssolutions.com

LLC General	Information								<u>'</u>	,		
Legal name of LLC							EIN	EIN –				
LLC address	☐ (check if new add	dress)										
LLC Represer	ntative				Title							
				Email			Pho	ne (	)			
Principal bus	iness activity							'		,		
Principal pro	duct or service											
☐ Yes ☐ No	Was the primary	purpose of the	e LLC	Cactivity to rea	lize a profit?							
	nethod: 🗖 Cash			, ,,,								
☐ Yes ☐ No												
☐ Yes ☐ No Has the LLC made the election to be taxed as a corporation?												
If the LLC is	an S corporation, p	provide a copy	of Fo	orm 2553, Elect	ion by a Small	Business	Corporation, an	d the accept	ance 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 agreement and the articles of organization)											
☐ Yes ☐ No	Are all members actively participating in the business?											
☐ Yes ☐ No	Is any member ir	n the LLC a dis	rega	rded entity, a p	artnership, a	trust, an	S corporation,	or an estate	?			
☐ Yes ☐ No	Is the LLC a part	ner in another	parti	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	ıce prir	ncipal amou	int of debt?	
☐ Yes ☐ No	At any time duri	ng the year, die	d the	LLC have an i	nterest in, or s	signature	authority over	a financial	accoun	t in a foreig	n country?	
☐ Yes ☐ No	Was there a distr	ibution of prop	erty	or a transfer (b	y sale or dea	th) of an	LLC interest d	uring 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	· · · · · · · · · · · · · · · · · · ·											
☐ Yes ☐ No	Did the LLC have	e a Paycheck F	rotec	ction Program (	(PPP) loan tha	nt was for	rgiven in 2022?	1				
Principal Mo	embers Ownersh	ip Information	1									
Tax ID number			Address	Address			Ownership percentage			U.S. citizen?		
LLC Other Tr	ansactions											
Member name		Guaranteed Health insurance payments premiums paid					Distributions to member	Member loans to the LLC		Loans repaid by LLC to member		
			1									
All Clients -	Additional information	tion and docume	onte r	oguirod		Now C	lients – <i>Additi</i>	onal informat	ion and	documente	roquirod	
					a) balanco			vıraı IIIIVIIIIdl	ıvıı anu	นบบนเทษแเริ โ	equireu	
<ul> <li>Provide the income/financial statements for the year (per books), balance sheet, depreciation schedule per books, and cash reconciliation of business</li> </ul>						Date LLC formed State LLC formed in						
bank accounts with ending cash balance.						Provide copies of LLC's Articles of Organization and						
• If the LLC has employees or paid independent contractors, provide a cop						Operating Agreement (if any).						
of all Forms W-2, W-3, 940, 941, 1096, 1099-NEC, 1099-MISC, and any oth forms issued to workers.					u any other	Provide copies of depreciation schedules for book, tax, and						
• If any members live in a different state or outside the U.S., provide details. The business may be subject to withholding requirements.					ide details.	AMT.  • Provide copies of tax returns for last two years, including state returns (if applicable).						

LLC Balance Sheet							
LLC ass		LLC debts and equity at year end					
Bank account end of year balan	\$	Accounts payable at year end			4	,	
Accounts receivable at end of year		\$	Payables less than one year			9	,
Inventories		\$	Payables more than one year		4	,	
Loans to members		\$	Mortgages, n	otes payable		9	,
Mortgages and loans held by L	LC	\$	Loans from members			9	,
Stocks, bonds, and securities		\$	LLC capital accounts			9	,
Other current assets (include list	·)	\$					
LLC Income (include all Forms 1	099-K, Forms 1099-MIS	C, and Forms 1099-NI	EC received)				
Gross receipts or sales		\$	Dividend inc	ome (include a	ll 1099-D	OIV Forms)	,
Returns and allowances		\$( )	Capital gain/loss (include all 1099-B Forms)			Forms) §	,
Interest income (include all 1099	-INT Forms)	\$	Other income (loss) (include a statement)				3
LLC Cost of Goods Sold (for ma	anufacturers, wholesal	ers, and businesses	that make, buy,	or sell goods)			
Inventory at beginning of the ye		\$	Materials and			9	;
Purchases		\$	Inventory at	9			
Cost of labor		\$	arrentary at the end of the year				
LLC Expenses						'	
Advertising		\$	Meals for bus	siness in restau	urants (10	00% deduct.)	,
Bad debts		\$	Meals – other business meals (50% deduct.)				3
Bank charges		\$	Office suppli	es		9	
Business licenses		\$		Organization costs			
Commissions and fees		\$	Pension and profit sharing plans				3
Contract labor		\$	Rent or lease – car, machinery, equipment				6
Employee benefit programs		\$	Rent or lease – other business property				6
Employee health care plans		\$	Repairs and maintenance				5
*Entertainment		\$	Taxes – payroll				6
Gifts		\$	Taxes – property				5
Guaranteed payments to memb	\$	Taxes – sales	-		9	,	
Insurance (other than health insu	\$	Taxes – state				5	
Interest – mortgage	\$	Telephone				5	
Interest – other	\$	Utilities				3	
Internet service	\$	Wages	9	,			
Legal and professional services	\$	Other expense			9	,	
*Entertainment is no longer dec	ductible for taxes.						
Car Expenses (use a separate for	orm for each vehicle)						
Make/Model			Date	car placed in s	ervice	/ /	
☐ Yes ☐ No   Car available for personal use during off-duty hours?							
☐ Yes ☐ No Do you (or your	r spouse) have any other cars for personal use?			ou trade in yo	is year? □ Yes □ N	Jo	
☐ Yes ☐ No ☐ Do you have evice				Cost of trade-in Trade-in value			
☐ Yes ☐ No Is your evidence		\$	\$		\$		
			Actu		tual Expenses		
Beginning of year odometer		Gas/	Gas/oil S		\$		
End of year odometer			Insur	Insurance \$		\$	
Business mileage Jan. – June		July-Dec.	Parki	Parking fees/tolls \$		\$	
Commuting mileage		,	i	Registration/fees \$		\$	
Other mileage			Repai	rs		\$	
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				r the car is av	ailable fo	or business. In later	years, you can
then choose between either the							
<b>Equipment Purchases</b> – <i>Enter</i>	the following informati	ion for depreciable a	_				
Asset			Date purchase	d Cost		Date placed in servic	e New or used?
			1	Lφ	1		1

\$ \$ \$ \$

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	v, please provide a stat	ement with a	letails)					
☐ Yes ☐ No ☐ Did the business pay expenses to make it	accessible by individu	als with dis	sabilities?					
☐ 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 p	olan start-up costs?	sts? Total number of employees						
☐ Yes ☐ No ☐ Did the business pay health insurance pre	miums for employees	ns for employees? Total number of			employees			
Estimated Tax Payments — Tax Year 2022								
Installment	Date paid	Fee	deral	Date paid	State			
First		\$		\$				
Second		\$		\$				
Third		\$		\$				
Fourth		\$		\$				
Amount applied from 2021 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	

## **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.