



Use a separate organizer for each LLC

LLC General	Information	_							,	orgunizer jer		
Legal name of LLC								EIN		_		
LLC address	☐ (check if new add	ress)										
LLC Representative Ti						Phone ()						
Principal bus	iness activity			Email			Pho	ne ()			
Principal business activity Principal product or service												
☐ Yes ☐ No Was the primary purpose of the LLC activity to realize a profit?												
	nethod: 🗆 Cash				1							
☐ 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, <i>Election by a Small Business Corporation</i> , and the acceptance letter from the IRS.												
LLC Specific Questions												
☐ Yes ☐ No					s is the first yea	r of the LLC's existence, please provide a copy of the operating						
☐ Yes ☐ No	Are all members	, ,			less?							
☐ Yes ☐ No	Is any member in			-		rust, an S	S corporation.	or an estate?	?			
☐ Yes ☐ No	Is the LLC a parti				Ι,	,	,					
☐ Yes ☐ No	Did any foreign o	or domestic cor	pora	tion, partnersh	nip, trust, tax-of the LLC?	exempt o	organization, in	dividual, or	estate	own directly	y or	
☐ Yes ☐ No	indirectly 50% or more of the profit, loss, or capital of the LLC? 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 the children of the control of the con											
☐ Yes ☐ No		ock entitled to vote of any foreign or domestic corporation? id 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		ime during the year, did the LLC have an interest in, or signature authority over a financial account in a foreign country?										
☐ Yes ☐ No		as there a distribution of property or a transfer (by sale or death) of an LLC interest during the tax year?										
☐ Yes ☐ No		oes the LLC satisfy the following conditions?										
_ 165 _ 116	• The LLC's total	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 numbe (SSN or EIN)						Ownership percentage	Member or member-manager		U.S. citizen?	
											-	
LLC Other Tra	ansactions						'					
Member name						ibutions	Distributions to member	Member lo the LLC	ans to	Loans repair to member	id by LLC	
	, ignation paid justification paid											
All Clients – Additional information and documents required New Clients – Additional information and documents required								- muis - 1				
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 						Date LLC formed State LLC formed in						
bank accounts with ending cash balance.If the LLC has employees or paid independent contractors, provide a copy					vide a copy	Provide copies of LLC's Articles of Organization and						
of all M/2 M/2 040 041 1000 1000 MICC and any other forms issued to					Operating Agreement (if any). • Provide copies of depreciation schedules for book, tax, and							
workers.						cricuut	101 DUUK,	un, and				
• If any members live in a different state or outside the U.S., provide details. The business may be subject to withholding requirements.					• 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 men			\$	Payab	les more than one year	\$		
		\$	Mortgages, notes payable			\$		
Stocks, bonds	, and securities		\$	Loans	from members		\$	
Other current	assets (include list)	\$	LLC capital accounts			\$	
Inventories			\$					
LLC Income	include all Forms 10	099-K received)						
			\$	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 states	\$			
LLC Cost of C	Goods Sold (for ma	nufacturers, wholesale	ers, and businesses t	that mak	ce, buy, or sell goods)			
Inventory at l	peginning of the ye	ear	\$	Mater	ials and supplies		\$	
Purchases			\$	Inven	tory at the end of the year		\$	
Cost of labor			\$					
LLC Expense	s							
Advertising		\$	Manag	gement fees		\$		
Bad debts			\$	Meals	– business		\$	
Bank charges		\$	Office supplies			\$		
Business licenses		\$	Organization costs			\$		
Commissions and fees		\$	Pension and profit sharing plans			\$		
Contract labor		\$	Rent o	or lease – car, machinery, equ	\$			
Employee benefit programs		\$	Rent or lease – other business property			\$		
Employee health care plans		\$	Repair	rs 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 pro	ofessional services		\$	Other	expense	\$		
Car Expense	S (use a separate fo	rm for each vehicle)						
Make/Model				Date car placed in service / /				
☐ Yes ☐ No	Car available for	r personal use during off-duty hours?						
☐ Yes ☐ No	Do you (or your s	spouse) have any other cars for personal use? Did you trade in your car this year? \square Yes \square No					No	
☐ Yes ☐ No	Do you have evic	have evidence?			Cost of trade-in Trade-in value			
☐ Yes ☐ No	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 \$		\$			
					gure the deductible costs of over the car is available for b			
-l l (land mineage rate, it	1 1	y	car die car is available for b	action in micr ye	aro, you can aich	

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	out of service Date sold		Selling pric	Selling price/FMV		
				\$			
				\$			
				\$			
				\$			
				\$			
				\$			
LLC Business Credits (if answered Yes for any of the below	v, please provide a statem	ent with de	etails)				
☐ Yes ☐ No Did the business pay expenses to make it a	accessible by individual	s with dis	abilities?				
☐ Yes ☐ No ☐ Did the business pay any FICA on employ							
☐ Yes ☐ No Did the business own any residential renta	al buildings providing qualified low-income housing?						
☐ Yes ☐ No ☐ Did the business incur any research and ex							
☐ Yes ☐ No ☐ Did the business have employer pension p	olan start-up costs?	art-up costs? Total number of employees					
☐ Yes ☐ No ☐ Did the business pay health insurance pre	miums for employees?	mployees? Total number of employees					
Estimated Tax Payments — Tax Year 2018							
Installment	Date paid	Fed	leral	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.