## **LLC Tax Organizer**

(See next page for Organizer)



1001 Cypress Creek Road Suite 204 Cedar Park, TX 78613 512-258-8649 Office 512-532-0942 Fax www.rbce.tax

LLC General	Information								,		
Legal name of LLC								EIN		_	
LLC address	☐ (check if new add	dress)									
LLC Represen	ntative				Title						
					Email			Pho	ne (	)	
Principal bus	iness activity				<u>'</u>			'			
Principal pro	duct or service										
☐ Yes ☐ No	Was the primary	purpose of the	LLC	Cactivity to rea	lize a profit?						
	nethod: 🗆 Cash										
	☐ 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.											
		provide a copy	of Fo	orm 2553, Electr	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										
☐ Yes ☐ No	Does the LLC has agreement and the				s is the first yea	r of the L	LC's existence, p	vlease provide	а сору	of the operat	ing
☐ Yes ☐ No	Are all members	, ,			less?						
☐ Yes ☐ No	Is any member in					trust, an	S corporation,	or an estate	?		
☐ Yes ☐ No	Is the LLC a part						*				
☐ Yes ☐ No											
☐ 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 distri	ibution of prop	erty	or a transfer (b	y sale or deat	h) of an l	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	Did the LLC pay	\$600 or more to	o any	y individual? I	f yes, include	a copy o	f Form 1099-M	ISC for each			
Principal Mo	embers Ownersh	ip Information	1								
Name Tax ID number (SSN or EIN) Address		Address				Ownership percentage	Memb membe	er or er-manager	U.S. citizen?		
-											
LLC Other Tra	ansactions										
				Capital contr from member	Capital contributions from member Distributions to member		Member loans to Loans repaid by LLC to member				
						l., 6	•• • • • • • • • • • • • • • • • • • • •			-	
	Additional informat						lients – <i>Additio</i>	onal informat	ion and	documents i	required
<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					
	nts with ending ca		casii	reconciliation	or pubiliess	State LLC formed in  • Provide copies of LLC's Articles of Organization and					
<ul> <li>If the LLC h</li> </ul>	nas employees or p	aid independe				Opera	de copies of LL ating Agreemei	∴ s Articles nt (if anv)	or Org	anization ai	na
of all W-2, V workers.	V-3, 940, 941, 1096,	, 1099-MISC, aı	nd ar	ny other forms	issued to	• Provid	de copies of de		chedul	es for book,	tax, and
• If any mem	bers live in a differ ss may be subject to				ide details.		de copies of tax returns (if appl		last tw	o years, inc	luding

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	nbers		\$	Payab	les more than one year		\$		
Mortgages an			\$	Mortgages, notes payable			\$		
Stocks, bonds	, and securities		\$	Loans	from members		\$		
Other current	assets (include list	)	\$	LLC c	apital accounts	\$			
Inventories			\$						
LLC Income	include all Forms 10	099-K received)							
Gross receipts	s or sales		\$	Divide	ends income (include all 1099	-DIV Forms)	\$		
Returns and a	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			\$	Inventory 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 or lease – car, machinery, equipment			\$			
Employee benefit programs		\$	Rent c	or lease – other business prop	erty	\$			
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 servi	ce		\$	Wages			\$		
Legal and professional services			\$	Other expense			\$		
Car Expense	S (use a separate fo	rm for each vehicle)							
Make/Model	Make/Model				Date car placed in service / /				
☐ Yes ☐ No	Car available for	or personal use during off-duty hours?							
☐ Yes ☐ No	Do you (or your s	r spouse) have any other cars for personal use? Did you trade in your car this year? 🗆 Yes 🗅 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 dep	reciable assets purchased th	hat have a useful li	fe 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	w, please provide a statem	ent with de	etails)				
☐ Yes ☐ No Did the business pay expenses to make it a	accessible by individual	s with disa	abilities?				
☐ Yes ☐ No ☐ Did the business pay any FICA on employ	yee wages for tips above minimum wage?						
		ings 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?	1 1					
☐ 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.