LLC Tax Organizer

(See next page for Organizer)

Northwest Tax Associates

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LLC General	Information										
Legal name of LLC						EIN		_			
LLC address	☐ (check if new add	dress)									
LLC Represer	ntative				Title						
LLC address				Email				Phone ()			
Principal bus	iness activity							·			
				-	llize a profit?						
				, , , ,							
						ear?)					
						D .		1.1		61	
		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.
		ve an operating	g agr	eement? (If this	s is the first yea	r of the Li	LC's existence, p	olease provide	га сору	of the operat	ing
	agreement and the articles of organization)										
	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										
□ Yes □ No	stock entitled to vote of any foreign or domestic corporation? 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 sat			<u></u>	<u> </u>				<i></i>		
	• The LLC's total	receipts for the	e 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-NEC for each.										
☐ Yes ☐ No				/ individual: 1	ir yes, include	а сору о	I FOIII 1099-IN	EC for each.			
Principal ivid	embers Ownersh	Tax ID numbe		I			T	Ownership	Memb	ar or	U.S.
Name		(SSN or EIN) Address						percentage	member-manager		citizen?
						-					
											
LLC Other Tra	ansactions										
Member name		Guaranteed		lth insurance niums paid	Capital contr	ibutions	Distributions to member	Member lo	ans to	Loans repa	
Tylember nume		payments pren		пить риш	Jrom member		to member	ine LLC	to memo		
All Clients – Additional information and documents required				New Clients – Additional information and documents required							
• Provide the income/financial statements for the year (per books sheet, depreciation schedule per books, and cash reconciliation of					Date LLC formed						
	eciation schedule p nts with ending ca		cash	reconciliation	of business		State LLC formed in				
 If the LLC h 	as employees or p	aid independe					 Provide copies of LLC's Articles of Organizat Operating Agreement (if any). 			anization a	nd
of all Forms W-2, W-3, 940, 941, 1096, 1099-NEC, 1099-MISC, an				d any other	Provide copies of depreciation schedules for larger than the			es for book,	tax, and		
forms issued to workers. • If any members live in a different state or outside the U.S., prov				ide details.	AMT. • Provide copies of tax returns for last two year						
The busines	ss may be subject t	o withholding	requ	irements.			de copies of tax returns (if appl		last tw	o years, inc	luding
						I Jeane I	(11 uppi				

LLC Balance Sheet								
LLC asse			LLC debts and equity at year end					
Bank account end of year balance	\$	Accounts payable at year end				\$		
Accounts receivable at end of year	ccounts receivable at end of year			Payables less than one year			\$	
Inventories		\$	Payable	s more t	than one year		\$	
Loans to members		\$	Mortgag	Mortgages, notes payable			\$	
Mortgages and loans held by LLC	C	\$	Loans fr	rom mei	mbers		\$	
Stocks, bonds, and securities		\$	LLC cap	oital acc	ounts		\$	
Other current assets (include list)		\$						
LLC Income (include all Forms 109	99-K and Forms 1099-N	NEC received)						
Gross receipts or sales		\$	Dividen	d incon	ne (include all 1099-	DIV Forms)	\$	
Returns and allowances		\$()	Capital	gain/lo	ss (include all 1099-	B Forms)	\$	
Interest income (include all 1099-l	NT Forms)	\$			oss) (include a state		\$	
LLC Cost of Goods Sold (for man	ufacturers, wholesal	ers. and businesses			<u> </u>			
Inventory at beginning of the year		\$	Material				\$	
Purchases		\$	Inventory at the end of the year			\$		
Cost of labor		\$	Intventor	arrentery at the eria of the year			Ψ	
LLC Expenses		4						
Advertising		\$	Meals fo	or busin	ess in restaurants (100% deduct)	\$	
Bad debts		\$		Meals – other business meals (50% deduct.)			\$	
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	\$			other business proj		\$		
Employee health care plans		\$			intenance	perty	\$	
*Entertainment		\$	Taxes - 1		<u> </u>		\$	
Gifts		\$	Taxes - 1		V		\$	
Guaranteed payments to members		\$	Taxes – s)		\$	
Insurance (other than health insurance)		\$	Taxes – s				\$	
Interest – mortgage		\$	Telepho				\$	
Interest – other		\$	Utilities				\$	
Internet service		\$	Wages				\$	
Legal and professional services		\$	Other expense				\$	
*Entertainment is no longer dedu	uctible for taxes.	1 7		7			1 -	
Car Expenses (use a separate for								
Make/Model	in for oddir vomoro,		Т	Date car	placed in service	/ /		
	ersonal use during	off-duty hours?	Butte ear placed in service , ,					
		-	duse? I	Did vou	trade in your car t	his year? D Yes D	 1 No	
☐ Yes ☐ No ☐ Do you (or your spouse) have any other cars for personal ☐ Yes ☐ No ☐ Do you have evidence?				Did you trade in your car this year? ☐ Yes ☐ No Cost of trade-in				
☐ Yes ☐ No Is your evidence w			\$ \$					
a les a lo lis your evidence w			† · · · · · · · · · · · · · · · · · · ·		tual Expenses			
Beginning of year odometer			Gas/oil		\$			
End of year odometer				Insurance		\$		
Business mileage			Parking fees/tolls		\$			
Commuting mileage		Registration/fees \$		+				
Other mileage		Repairs \$		1				
	standard mileage r	rate or actual exper	penses to calculate the deductible costs of operating your car for business					
purposes. However, to use the st								
then choose between either the s							- · · · ·	-, j = = carr
Equipment Purchases – Enter th					nat have a useful life	greater than one ve	ar	
Asset	J	,	Date pui		Cost	Date placed in ser		New or used?
			1			,	-+	

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 S	old or Disposed of During Year							
Asset		Date oi	Date out of service Date sold		Selling price/FMV		Trade-in?	
					\$			
					\$			
					\$			
					\$			
LLC Busines	s Credits (if answered Yes for any of the below	· · · · · · · · · · · · · · · · · · ·						
☐ Yes ☐ No	Did the business pay expenses to make it accessible by individuals with disabilities?							
☐ Yes ☐ No								
☐ Yes ☐ No	7 01 01							
☐ Yes ☐ No	Did the business incur any research and experimental expenditures during the tax year?							
☐ Yes ☐ No	Did the business have employer pension p			number of employees				
☐ Yes ☐ No	Did the business pay health insurance pre-	miums for employees?	'	Total number of e	nployees			
Estimated Ta	x Payments — Tax Year 2021							
Installment		Date paid	paid Federal		Date paid		State	
First			\$			\$		
Second			\$			\$		
Third			\$			\$		
Fourth			\$			\$		
Amount applied from 2020 overpayment?			\$		\$			
Total			\$		\$			
COVID-19 Re	lated							
☐ Yes ☐ No	Did the business receive a Paycheck Protection Program loan?							
☐ Yes ☐ No	Did the business receive an Economic Injury Disaster Loan or Emergency Advance through the SBA?							
☐ Yes ☐ No	Did the business delay payment of employer payroll taxes?							
☐ Yes ☐ No	Did the business receive a payroll tax cred							
☐ Yes ☐ No	Did the business receive a payroll tax cred				OVID-19?			
☐ Yes ☐ No	Did the business receive a payroll tax cred	it for a business suspe	nsion or sl	owdown?				
Tax Ret	urn 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.

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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.