## **LLC Tax Organizer**

(See next page for Organizer)

Adam S. Levine, CPA adam@levinetaxes.com Mobile: (205) 382-2501

Levine & Associates, LLC 4220 Cahaba Heights Ct Ste 208 Birmingham, AL 35243 Office: 205-874-6327

Office: 205-874-632 Fax: 888-988-3288



<b>LLC General</b>	Information										
Legal name of LLC							EIN		_		
LLC address	☐ (check if new add	dress)									
LLC Represen	ntative				Title						
			Email			Pho	ne (	)			
Principal bus	iness activity							·			
	duct or service										
	Was the primary			-	llize a profit?						
	nethod: 🗆 Cash			1 70							
	Does the LLC file					ear?)					
Yes No	Has the LLC mad					D .		1.1			TDG
LLC Specific	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.
☐ Yes ☐ No	Does the LLC ha	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 organ	izatio	on)				,		<u> </u>	
☐ Yes ☐ No	Are all members										
☐ Yes ☐ No											
☐ Yes ☐ No☐ Yes ☐ No☐	Is the LLC a part				nin trust tax-	exempt o	organization in	ndividual o	r estate	own directl	v or
	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					nad the te	erms modified	so as to redi	ice prin	ncipal amou	nt of debt?
☐ Yes ☐ No	At any time duri										
☐ Yes ☐ No	Was there a distri									i iii u ioreigi	ir courtify.
☐ Yes ☐ No	Does the LLC sat				<i>y</i>			θ	)		
	• 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-MISC for each.											
Principal Members Ownership Information  Tax ID number Ownership Member or U.S.											
Name Tax ID number (SSN or EIN) Ada		Address			Ownership percentage		er or er-manager	U.S. citizen?			
								,			
-											
LLC Other Tra	ansactions										
Member name				lth insurance niums paid	Capital contr	ibutions	Distributions to member	Member lo	ans to	Loans repa to member	id by LLC
				пить риш	Jrom member		to member	THE ELC		to member	
All Clients – Additional information and documents required						New Clients – Additional information and documents required					
• Provide the income/financial statements for the year (per books					Date LLC formed						
sheet, depreciation schedule per books, and cash reconciliation of bank accounts with ending cash balance.				of business		State LLC formed in					
• If the LLC has employees or paid independent contractors, provi						de copies of LL ating Agreeme		of Orga	anization ar	nd	
of all W-2, W-3, 940, 941, 1096, 1099-MISC, and any other forms i					issued to		de copies of de		chedule	es for book,	tax, and
workers.  • If any members live in a different state or outside the U.S., provide					ide details.	AMT.					
The business may be subject to withholding requirements.					<ul> <li>Provide copies of tax returns for last two years, inc state returns (if applicable).</li> </ul>			luding			
						I Jeane I	(11 uppi				

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 LI	LC	\$	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	that make	e. buv. or s	sell goods)	'				
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		\$			ofit sharing plans		\$			
Contract labor		\$				inment	\$			
Employee benefit programs		\$	Rent or lease – car, machinery, equipment  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 – mongage  Interest – other		\$	Utilities \$							
Internet service		\$	Wages \$							
Legal and professional services		\$	Other expense \$							
*Entertainment is no longer ded	Ι Ψ	o tricr c	мренос			Ψ				
Car Expenses (use a separate for										
Make/Model Date car placed in service / /										
☐ Yes ☐ No   Car available for personal use during off-duty hours?				Date car placed in service / /						
	spouse) have any oth	1 1150?	Did you	his year? 🗆 Yes 🗅	No					
Yes No Do you have evid			Cost of t	Trade-in value	110					
			\$ \$							
☐ Yes ☐ No   Is your evidence written?  Mileage				Actual Expenses						
Beginning of year odometer		Gas/oil		\$						
End of year odometer			Insurance		\$					
Business mileage		Parking fees/tolls \$		<del> </del>						
Commuting mileage			Registration/fees \$							
Other mileage			Repairs \$		φ <b>¢</b>					
					leductible costs of	operating your car	for business pur-			
Generally, you can use either the standard mileage rate or actual expenses to figure the deductible costs of operating your car for business purposes. However, to use the standard mileage rate, it must be used in the first year the car is available for business. In later years, you can then										
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?									
1 7 7	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	1 )						
☐ 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.