# **LLC Tax Organizer**

(See next page for Organizer)

## Walter Douglass Tax Service, LLC

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# LLC Tax Organizer

Use a separate organizer for each LLC

| LLC General   | Information   |                                  |                 |                                      |   |                 |                        |                                    |             |                         |                  |
|---|---|----------------------------------|-----------------|--------------------------------------|---|-----------------|------------------------|------------------------------------|-------------|-------------------------|------------------|
| Legal name o  | of LLC  |                                  |                 |                                      |   |                 |                        | EIN                                |             | -                       |                  |
| LLC address   | (check if new add   | lress)                           |                 |                                      |   |                 |                        | I                                  |             |                         |                  |
| LLC Represe   | ntative   |                                  |                 |                                      | Title   |                 |                        |                                    |             |                         |                  |
| 1   |   |                                  |                 |                                      | 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  |                                  |                 | 1 20                                 |   |                 |                        |                                    |             |                         |                  |
| □ Yes □ No Does the LLC file under a calendar year? ( <i>If no, what is the fiscal year</i> ?)                                    |   |                                  |                 |                                      |   |                 |                        |                                    |             |                         |                  |
| □ 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        | <i>Corporation,</i> an | d the accept                       | tance le    | tter from th            | e IRS.           |
| LLC Specific  | Questions   |                                  |                 |                                      |   |                 |                        |                                    |             |                         |                  |
| 🛛 Yes 🖵 No  | Does the LLC ha agreement and the   |                                  |                 |                                      | s is the first yea  | r of the Li     | LC's existence, p      | olease provide                     | г а сору    | of the operat           | ing              |
| 🗆 Yes 🗖 No  | Are all members   | actively partic                  | ipati           | ng in the busin                      | iess?   |                 |                        |                                    |             |                         |                  |
| 🗆 Yes 🗖 No  | Is any member in  | n the LLC a dis                  | rega            | rded entity, a p                     | artnership, a   | trust, an S     | S corporation,         | or an estate                       | ?           |                         |                  |
| 🗆 Yes 🗖 No  | Is the LLC a part   | ner in another                   | parti           | nership?                             |   |                 |                        |                                    |             |                         |                  |
| □ Yes □ No  | Did any foreign of indirectly 50% or  | or domestic cor<br>more of the p | rpora<br>rofit, | ition, partnersh<br>loss, or capital | hip, trust, tax-<br>of the LLC?                             | exempt o        | organization, ir       | ndividual, o                       | r estate    | own directl             | y or             |
| □ Yes □ No  | Did the LLC own<br>stock entitled to  | n directly 20%                   | or me           | ore, or own dir                      | ectly or indire   | ectly, 50%      | or more of the         | e total votin                      | g powe      | r of all class          | ses of           |
| □ Yes □ No  | Did the LLC have  |                                  | <u> </u>        |                                      | <u>^</u>  | had the te      | erms modified          | so as to red                       | uce prir    | ncipal amou             | nt of debt?      |
| □ Yes □ No  | At any time duri  |                                  |                 |                                      | ~   |                 |                        |                                    |             |                         |                  |
| □ Yes □ No  |   |                                  |                 |                                      |   | -               |                        |                                    |             | 0                       |                  |
| □ Yes □ No  | <ul> <li>Was there a distribution of property or a transfer (by sale or death) of an LLC interest during the tax year?</li> <li>Does the LLC satisfy the following conditions?</li> <li>The LLC's total receipts for the tax year were less than \$250,000, and</li> <li>The LLC's total assets at the end of the tax year were less than \$1 million.</li> </ul> |                                  |                 |                                      |   |                 |                        |                                    |             |                         |                  |
| 🗆 Yes 🗖 No  |   |                                  |                 |                                      |   |                 |                        |                                    |             |                         |                  |
| 🗆 Yes 🗖 No  | Did the LLC hav   | e a Paycheck P                   | rotec           | tion Program                         | (PPP) loan tha  | t was for       | given in 2022?         | •                                  |             |                         |                  |
| <b>Principal M</b>  | embers Ownersh  | ip Informatior                   | 1               | 1                                    |   |                 |                        |                                    |             |                         |                  |
| Mama  |   | Tax ID number<br>(SSN or EIN)    |                 | Address                              |   |                 |                        | Ownership Memb<br>percentage membe |             | er or<br>er-manager     | U.S.<br>citizen? |
| Name  |   | (331N 07 E11N)                   |                 | Auuress                              |   |                 |                        | percentuge                         | membe       | er-munuger              | cilizen:         |
|   |   |                                  |                 |                                      |   |                 |                        |                                    |             |                         |                  |
|   |   |                                  |                 |                                      |   |                 |                        |                                    |             |                         |                  |
|   |   |                                  |                 |                                      |   |                 |                        |                                    |             |                         |                  |
|   |   |                                  |                 |                                      |   |                 |                        |                                    |             |                         |                  |
|   |   |                                  |                 |                                      |   |                 |                        |                                    |             |                         |                  |
|   |   |                                  |                 |                                      |   |                 |                        |                                    |             |                         |                  |
|   |   |                                  |                 |                                      |   |                 |                        |                                    |             |                         |                  |
| LLC Other Tr  | ancaotions  |                                  |                 |                                      |   |                 |                        |                                    |             |                         |                  |
| LLC Utiler II   |   | Cuguantaad                       | IIa             | 141                                  | Canital contr   | iluutious       | Distributions          | Maushaula                          | aus to      | I a gua u aug           | id by U.C.       |
| Member name   |   | Guaranteed<br>payments           |                 |                                      | Capital contribution<br>from member                         |                 | to member              |                                    |             | Loans repa<br>to member | iu by LLC        |
|   |   | 1.5                              |                 |                                      |   |                 |                        |                                    |             |                         |                  |
|   |   |                                  |                 |                                      |   |                 |                        |                                    |             |                         |                  |
|   |   |                                  | -               |                                      |   |                 |                        | -                                  |             |                         |                  |
|   |   |                                  |                 |                                      |   |                 |                        |                                    |             |                         |                  |
| All Clients – Additional information and documents required   |   |                                  |                 |                                      | New Clients – Additional information and documents required |                 |                        |                                    |             | required                |                  |
|   | income/financial  |                                  |                 |                                      | s), balance   | Date LI         | .C formed              |                                    |             |                         |                  |
| sheet, depre  | sheet, depreciation schedule per books, and cash reconciliation of  |                                  |                 |                                      | State LLC formed in   |                 |                        |                                    |             |                         |                  |
| <ul><li>bank accounts with ending cash balance.</li><li>If the LLC has employees or paid independent contractors, prov.</li></ul> |   |                                  |                 | rido o comer                         |   | de copies of LI |                        | of Org                             | anization a | nd                      |                  |
|   | as employees or p<br>3 W-2, W-3, 940, 94  |                                  |                 |                                      |   | Opera           | ting Agreeme           | nt (if any).                       |             |                         |                  |
| • Provide copies of depreciation schedules for book, tax, ar<br>AMT.  |   |                                  |                 |                                      |   |                 | tax, and               |                                    |             |                         |                  |

<sup>•</sup> 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   |                        |   | 1  |  | 110.11               | 1                                       |       |              |
|---|------------------------|---|--|--|----------------------|---|-------|--------------|
|   | sets at year end       |   |  | . 1  |                      | l equity at year end                    |       |              |
| Bank account end of year balan                                  | \$                     | Accounts payable at year end<br>Payables less than one year |  |  |                      | \$                                      |       |              |
| Accounts receivable at end of y                                 | ear                    | \$  |  |  | 2                    |   |       |              |
| Inventories   |                        | \$  |  |  | han one year         |   |       |              |
| Loans to members  |                        | \$  |  | 0  | es payable           |   |       |              |
| Mortgages and loans held by L                                   | LC                     | \$  |  | rom mer  |                      |   | \$    |              |
| Stocks, bonds, and securities                                   |                        | \$  | LLC cap                                    | pital acco                                       | ounts                |   | \$    |              |
| Other current assets (include list                              |                        | \$  |  |  |                      |   |       |              |
| LLC Income (include all Forms 1                                 | 099-K, Forms 1099-MIS  | 1   |  |  |                      |   |       |              |
| Gross receipts or sales   |                        | \$  |  |  | ne (include all 1099 | · · · · · · · · · · · · · · · · · · ·   | \$    |              |
| Returns and allowances  |                        | \$( )   | · ·  | Capital gain/loss (include all 1099-B Forms)     |                      |   |       |              |
| Interest income (include all 1099                               |                        | \$  |  | · · ·  | oss) (include a sta  | tement)                                 | \$    |              |
| LC Cost of Goods Sold (for ma                                   |                        | ers, and businesses   |  | -  | -                    |   |       |              |
| nventory at beginning of the y                                  | ear                    | \$  |  | ls and s   | * *                  |   | \$    |              |
| Purchases   |                        | \$  | Invento                                    | ory at the                                       | end of the year      |   | \$    |              |
| Cost of labor   |                        | \$  |  |  |                      |   |       |              |
| LLC Expenses  |                        |   |  |  |                      |   |       |              |
| Advertising   |                        | \$  | Meals for                                  | Aeals for business 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                                       | \$                     | Rent or lease – other business property                     |  |  | \$                   |   |       |              |
| Employee health care plans                                      | \$                     | Repairs   | and ma                                     | intenance  |                      | \$                                      |       |              |
| Entertainment   | \$                     | Taxes –   | payroll                                    |  |                      | \$                                      |       |              |
| Gifts   | \$                     | Taxes –   | property                                   | Į.   |                      | \$                                      |       |              |
| Guaranteed payments to memb                                     | \$                     | Taxes –   | sales                                      |  |                      | \$                                      |       |              |
| Insurance (other than health insu                               | \$                     | Taxes –   | state                                      |  |                      | \$                                      |       |              |
| nterest – mortgage  | \$                     | Telepho   | one  |  |                      | \$                                      |       |              |
| Interest – other  | \$                     | Utilities \$  |  |  |                      |   |       |              |
| Internet service  | \$                     | Wages \$  |  |  |                      |   |       |              |
| Legal and professional services                                 | \$                     | Other expense \$  |  |  |                      |   |       |              |
| Entertainment is no longer de                                   | ductible for taxes.    |   |  |  |                      |   |       |              |
| Car Expenses (use a separate fo                                 | orm for each vehicle)  |   |  |  |                      |   |       |              |
| Make/Model  |                        |   | 1  | Date car   | placed in service    | . / /                                   |       |              |
| Yes INO Car available for                                       | personal use during    | off-duty hours?   |  |  | -                    |   |       |              |
|   | spouse) have any oth   |   | al use?                                    | Did you trade in your car this year? 🗆 Yes 🗅 No  |                      |   | )     |              |
| Yes INo Do you have evid  | dence?                 | 1   |  | Cost of trade-in Trade-in value                  |                      |   |       |              |
| ☐ Yes ☐ No Is your evidence                                     | written?               |   | \$   |  | \$                   | \$                                      |       |              |
|   | Mileage                |   |  |  | Α                    | ctual Expenses                          |       |              |
| Beginning of year odometer                                      | U                      |   |  | Gas/oil \$                                       |                      |   | ,     |              |
| End of year odometer  |                        |   |  | 1  |                      | \$                                      |       |              |
| Business mileage Jan.–June                                      |                        | July–Dec.   |  |  | fees/tolls           | \$                                      |       |              |
| Commuting mileage   |                        | 1.4   |  | Registration/fees \$                             |                      |   |       |              |
| Other mileage   |                        |   |  | Repairs  |                      | \$                                      |       |              |
| Generally, you can use either th                                | ne standard mileage i  | rate or actual expe   |  |  | he deductible co     |   | ur ca | r for busine |
| purposes. However, to use the<br>then choose between either the | standard mileage rat   | e, it must be used  | in the first                               | st year t  |                      |   |       |              |
| Equipment Purchases – Enter                                     | the following informat | ion for depreciable a                                       | assets purc                                | chased th  | at have a useful li  | fe greater than one y                   | ear   |              |
| Asset   |                        |   | Date pu                                    |  | Cost                 | Date placed in se                       |       | New or used  |
|   |                        |   |  |  |                      | 1 |       |              |

| Dure purchaeen | 0001 | Dure praceu in ser eree  | 11000 01 1100001 |
|----------------|------|--|------------------|
|                | \$   |  |                  |
|                | \$   |  |                  |
|                | \$   |  |                  |
|                | \$   |  |                  |
|                | \$   |  |                  |
|                | \$   |  |                  |
|                |      | \$<br>\$<br>\$<br>\$<br>\$<br>\$<br>\$<br>\$<br>\$<br>\$<br>\$<br>\$<br>\$<br>\$<br>\$<br>\$<br>\$<br>\$<br>\$ | \$               |

| Equipment Sold or Disposed of During Year |   |                        |                 |                   |           |  |  |
|---|---|------------------------|-----------------|-------------------|-----------|--|--|
| Asset                                     |   | Date out of service    | Date sold       | Selling price/FMV | Trade-in? |  |  |
|   |   |                        |                 | \$                |           |  |  |
|   |   |                        |                 | \$                |           |  |  |
|   |   |                        |                 | \$                |           |  |  |
|   |   |                        |                 | \$                |           |  |  |
| LLC Busines                               | s Credits (if answered Yes for any of the below, please provid                        | le a statement with de | etails)         |                   |           |  |  |
| 🗆 Yes 🗖 No                                | Did the business pay expenses to make it accessible by individuals with disabilities? |                        |                 |                   |           |  |  |
| 🗆 Yes 🗆 No                                | Did the business pay any FICA on employee wages for tips above minimum wage?          |                        |                 |                   |           |  |  |
|   | Did the business own any residential rental buildings pr                              | oviding qualified le   | w incomo housin | ~?                |           |  |  |

□ 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 plan start-up costs? Total number of employees

□ Yes □ No | Did the business pay health insurance premiums for employees? Total number of employees

Estimated Tax Payments — Tax Year 2022

| Installment                           | Date paid | Federal | 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.

| Privacy Policy |       |      |  |
|----------------|-------|------|--|
| Taxpayer       | Title | Date |  |
|                |       |      |  |

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.