## **LLC Tax Organizer**

(See next page for Organizer)



Bonnet Hamilton CPAs, LLC 14530 East Broad Street Reynoldsburg, OH 43068 614-947-1700 **LLC Tax Organizer** 

| LLC General  | Information   |  |         |                  |  |  |                            |                         | ·         |                               |             |  |
|--|---|--|---------|------------------|--|--|----------------------------|-------------------------|-----------|-------------------------------|-------------|--|
| Legal name o   | of LLC  |  |         |                  |  |  |                            | EIN                     | EIN –     |                               |             |  |
| LLC address  | ☐ (check if new add   | dress)   |         |                  |  |  |                            | 1                       |           |                               |             |  |
| LLC Represe  | ntative   |  |         |                  | Title  |  |                            |                         |           |                               |             |  |
|  |   |  |         |                  | Email  |  |                            |                         | ne (      | )                             |             |  |
| Principal bus  | iness activity  |  |         |                  |  |  |                            |                         |           |                               |             |  |
|  | duct or service   |  |         |                  |  |  |                            |                         |           |                               |             |  |
| ☐ Yes ☐ No   |   |  |         |                  | llize a pro t?   |  |                            |                         |           |                               |             |  |
|  | nethod: Cash  |  |         | , ,,             |  |  |                            |                         |           |                               |             |  |
| ☐ Yes ☐ No Does the LLC le under a calendar year? (If no, what is the fiscal year?)  ☐ Yes ☐ No Hes the LLC made the election to be toyed as a corporation?  |   |  |         |                  |  |  |                            |                         |           |                               |             |  |
| ☐ 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                                     | 01 F    | orm 2553, Elect  | ion by a Small   | Business   | Corporation, an            | a the accept            | ance le   | tter from th                  | e iks.      |  |
| <u> </u>   | fic 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 agreement and the articles of organization)               |  |         |                  |  |  |                            |                         |           |                               |             |  |
| ☐ Yes ☐ No   | Are all members actively participating in the business?   |  |         |                  |  |  |                            |                         |           |                               |             |  |
| ☐ Yes ☐ No   |   |  |         |                  |  | trust, an  | S corporation,             | or an estate            | ?         |                               |             |  |
| ☐ Yes ☐ No Is any member in the LLC a disregarded entity, a partnership, a trust, an S corporation, or an estate? ☐ Yes ☐ No Is the LLC a partner in another partnership?  |   |  |         |                  |  |  |                            |                         |           |                               |             |  |
| □ Yes □ No   | Did any foreign or domestic corporation, partnership, trust, tax-exempt organization, individual, or estate own directly or indirectly 50% or more of the pro t, loss, or capital of the LLC? |  |         |                  |  |  |                            |                         |           |                               |             |  |
| □ Yes □ No   | Did the LLC owr   |  |         |                  |  | ectly, 50%   | or more of the             | e total votin           | g powe    | r of all class                | ses of      |  |
| ☐ Yes ☐ No   | Did the LLC have  |  |         |                  |  | nad the te   | erms modi ed               | so as to redu           | ıce prir  | ncipal amou                   | nt of debt? |  |
| ☐ Yes ☐ No   | At any time duri  | ng the year, di                                    | d the   | LLC have an i    | nterest in, or s   | ignature   | authority over             | r a nancial             | accoun    | t in a foreig                 | n country?  |  |
| ☐ Yes ☐ No   | Was there a distr   | ibution of prop                                    | erty    | or a transfer (b | y sale or deat   | h) of an   | LLC interest d             | uring the tax           | year?     |                               |             |  |
| ☐ Yes ☐ No   | Does the LLC sat  The LLC's total  The LLC's total  | l receipts for th                                  | e tax   | year were less   |  |  | n.                         |                         |           |                               |             |  |
| ☐ Yes ☐ No   | Did the LLC pay   | \$600 or more t                                    | o an    | y individual? I  | f yes, include   | a copy o   | f Form 1099-N              | EC for each.            |           |                               |             |  |
| ☐ Yes ☐ No   | Did the LLC hav   | e a Paycheck P                                     | rotec   | ction Program (  | (PPP) loan tha   | t was for  | rgiven in 2022?            | )                       |           |                               |             |  |
| Principal Mo   | embers Ownersh  | ip Information                                     | 1       |                  |  |  |                            |                         |           |                               |             |  |
| Name   | Tax ID number<br>(SSN or EIN) Address   |  | Address |                  |  |  | Ownership<br>percentage    |                         |           | U.S.<br>citizen?              |             |  |
|  |   |  |         |                  |  |  |                            |                         |           |                               |             |  |
|  |   |  |         |                  |  |  |                            |                         |           |                               |             |  |
|  |   |  |         |                  |  |  |                            |                         |           |                               |             |  |
|  |   |  |         |                  |  |  |                            |                         |           |                               |             |  |
|  |   |  |         |                  |  |  |                            |                         |           |                               |             |  |
| -  |   |  |         |                  |  |  |                            |                         |           |                               |             |  |
|  |   |  |         |                  |  |  |                            |                         |           |                               |             |  |
|  |   |  |         |                  |  |  |                            |                         |           |                               |             |  |
| LLC Other Tr   | ansactions  |  |         |                  |  |  |                            |                         |           |                               |             |  |
| Member name  |   | Guaranteed payments Health insurance premiums paid |         |                  | Capital contr<br>from member   | ibutions   | Distributions<br>to member | Member loans to the LLC |           | Loans repaid by LLC to member |             |  |
|  |   |  |         |                  |  |  |                            |                         |           |                               |             |  |
|  |   |  |         |                  |  |  |                            |                         |           |                               |             |  |
|  |   |  |         |                  |  |  |                            |                         |           |                               |             |  |
| All Clients -  | Additional information  | tion and docume                                    | onte r  | oguirod          |  | Now C  | lients – <i>Additi</i>     | onal informat           | ion and   | documente                     | roquirod    |  |
|  |   |  |         |                  | s) halanca   |  |                            | unai miumia             | ivii aiiu | uvcuments i                   | счинси      |  |
| <ul> <li>Provide the income/ nancial statements for the year (per books), balan<br/>sheet, depreciation schedule per books, and cash reconciliation of busin</li> </ul>  |   |  |         |                  |  | Date LLC formed State LLC formed in                                |                            |                         |           |                               |             |  |
| bank accou   | nts with ending ca  | sh balance.  |         |                  |  |  | de copies of LI            | .C's Articles           | of Org    | anization a                   | nd          |  |
|  | nas employees or p  |  |         |                  |  | Opera  | ating Agreeme              | nt (if any).            |           |                               |             |  |
| of all Forms W-2, W-3, 940, 941, 1096, 1099-NEC, 1099-MISC, and any oth forms issued to workers.   |   |  |         |                  | a any onlei  | • Provide copies of depreciation schedules for book, tax, and AMT. |                            |                         |           |                               |             |  |
| • If any members live in a different state or outside the U.S., provide details. The business may be subject to withholding requirements.  |   |  |         | ide details.     | Provide copies of tax returns for last two years, including state returns (if applicable). |  |                            |                         |           | luding                        |             |  |

| LLC Balance Sheet   |                       |  |                              |                                  |                     |                  |          |     |  |  |
|---|-----------------------|--|------------------------------|----------------------------------|---------------------|------------------|----------|-----|--|--|
| LLC assets at year end  |                       |  |                              | LLC debts and equity at year end |                     |                  |          |     |  |  |
| Bank account end of year balance  | ce                    | \$   | Accounts payable at year end |                                  |                     |                  | \$       |     |  |  |
| Accounts receivable at end of ye  | ear                   | \$   | Payables                     | Payables less than one year      |                     |                  | \$       |     |  |  |
| Inventories   |                       | \$   | Payables                     | Payables more than one year      |                     |                  | \$       |     |  |  |
| Loans to members  |                       | \$   | Mortgag                      | ges, note                        | es payable          |                  | \$       |     |  |  |
| Mortgages and loans held by LI  | LC                    | \$   | Loans from members           |                                  |                     |                  | \$       |     |  |  |
| Stocks, bonds, and securities   |                       | \$   | LLC capital accounts         |                                  |                     | \$               |          |     |  |  |
| Other current assets (include list  | )                     | \$   |                              |                                  |                     |                  |          |     |  |  |
| LLC Income (include all Forms 10  | 099-K, Forms 1099-MIS | C, and Forms 1099-Ni                         | EC receive                   | ed)                              |                     |                  |          |     |  |  |
| Gross receipts or sales   | \$                    | Dividen                                      | d incom                      | \$                               |                     |                  |          |     |  |  |
| Returns and allowances  | \$(                   | Capital gain/loss (include all 1099-B Forms) |                              |                                  |                     | \$               |          |     |  |  |
| Interest income (include all 1099   | -INT Forms)           | \$   |                              |                                  | oss) (include a sta |                  | \$       |     |  |  |
| LLC Cost of Goods Sold (for ma  | nufacturers, wholesal | ers. and businesses                          | that make.                   | buv. or s                        | sell goods)         |                  | <u> </u> |     |  |  |
| Inventory at beginning of the ye  |                       | 8  | Material                     |                                  |                     |                  | S        |     |  |  |
| Purchases   |                       | \$   |                              |                                  | end of the year     |                  | \$       |     |  |  |
| Cost of labor   |                       | \$   | Inventor                     | i y de ene                       | ena or the year     |                  | Ť        |     |  |  |
| LLC Expenses  |                       | 1 1  |                              |                                  |                     |                  |          |     |  |  |
| Advertising   |                       | \$   | Meals fo                     | or busin                         | ess in restaurant   | s (100% deduct ) | \$       |     |  |  |
| Bad debts   |                       | \$   |                              |                                  | usiness meals (50   | <u> </u>         | \$       |     |  |  |
| Bank charges  |                       | \$   | Of ce su                     |                                  | usiness meals (50   | 770 deduct.)     | \$       |     |  |  |
| Business licenses   |                       | \$   | Organiz                      |                                  | ete                 |                  | \$       |     |  |  |
| Commissions and fees  |                       | \$   |                              |                                  | t sharing plans     | •                | \$       |     |  |  |
| Contract labor  |                       | \$   |                              |                                  | car, machinery, e   |                  | \$       |     |  |  |
| Employee bene t programs  |                       | \$   |                              |                                  | other business pr   |                  | \$       |     |  |  |
| Employee health care plans  |                       | \$   |                              |                                  | intenance           | operty           | \$       |     |  |  |
| *Entertainment  |                       | \$   | Taxes -                      |                                  | ппенансе            |                  | _        |     |  |  |
| Gifts   |                       | \$   | Taxes -                      |                                  | .,                  |                  | \$<br>\$ |     |  |  |
|   | ong                   | \$   |                              | `                                | у                   |                  | \$       |     |  |  |
| Guaranteed payments to memb   |                       | <del> </del>                                 | Taxes – sales                |                                  |                     |                  |          |     |  |  |
|   | runce)                | \$   | Taxes - state                |                                  |                     |                  |          |     |  |  |
| Interest - mortgage   |                       | \$   | Telephone                    |                                  |                     |                  |          |     |  |  |
| Interest – other  |                       | \$   | Utilities                    |                                  |                     |                  |          |     |  |  |
| Internet service  |                       | \$   | Wages \$                     |                                  |                     |                  |          |     |  |  |
| Legal and professional services   | \$                    | Other expense                                |                              |                                  |                     | \$               |          |     |  |  |
| *Entertainment is no longer dec   |                       |  |                              |                                  |                     |                  |          |     |  |  |
| Car Expenses (use a separate fo   | rm for each vehicle)  |  | T -                          | _                                |                     |                  |          |     |  |  |
| Make/Model  |                       |  |                              | Date car placed in service / /   |                     |                  |          |     |  |  |
|   | personal use during   |  |                              |                                  |                     |                  |          |     |  |  |
|   | spouse) have any oth  | er cars for persona                          |                              |                                  | trade in your ca    | ⊒ No             | )        |     |  |  |
| ☐ Yes ☐ No Do you have evice  |                       |  |                              | Cost of trade-in Trade-in value  |                     |                  |          |     |  |  |
| ☐ Yes ☐ No Is your evidence written?  |                       |  | \$ \$                        |                                  |                     |                  |          |     |  |  |
|   | Mileage               |  |                              |                                  | F                   | Actual Expenses  |          |     |  |  |
| Beginning of year odometer  |                       |  | Gas/oil                      |                                  | \$                  |                  |          |     |  |  |
| End of year odometer  |                       |  |                              | Insurance                        |                     |                  | \$       |     |  |  |
| Business mileage Jan. – June  |                       | July–Dec.                                    |                              |                                  | fees/tolls          | \$               |          |     |  |  |
| Commuting mileage   |                       |  |                              | Registration/fees \$             |                     |                  |          |     |  |  |
| Other mileage   |                       |  |                              | Repairs \$                       |                     |                  |          |     |  |  |
| Generally, you can use either th  |                       |  |                              |                                  |                     |                  |          |     |  |  |
| purposes. However, to use the standard mileage rate, it must be used in the rst 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 a   |                       |  |                              |                                  |                     |                  |          | 3.7 |  |  |
| Asset   | Date pui              | rchased                                      | Cost                         | Date placed in se                | rvice               | New or used?     |          |     |  |  |
|   |                       |  | 1                            |                                  | \$                  | 1                |          |     |  |  |

\$ \$ \$ \$

| 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 belo                  | w, please provide a state | ement with d                        | etails)         |                   |           |  |  |
| $\square$ Yes $\square$ No $\mid$ Did the business pay expenses to make it |                           |                                     |                 |                   |           |  |  |
| ☐ Yes ☐ No Did the business pay any FICA on employ                         |                           |                                     |                 |                   |           |  |  |
| ☐ Yes ☐ No ☐ Did the business own any residential rent                     | tal buildings providing   | quali ed l                          | ow-income housi | ng?               |           |  |  |
| ☐ Yes ☐ No Did the business incur any research and e                       | experimental expenditu    | ures during                         | the tax year?   |                   |           |  |  |
| ☐ Yes ☐ No ☐ Did the business have employer pension                        | plan start-up costs?      | 1 0                                 |                 |                   |           |  |  |
| ☐ Yes ☐ No ☐ Did the business pay health insurance pre                     | emiums for employees      | ms for employees? Total number of e |                 |                   | employees |  |  |
| Estimated Tax Payments — Tax Year 2022                                     |                           |                                     |                 |                   |           |  |  |
| Installment  | Date paid                 | Fea                                 | leral i         | Date paid         | State     |  |  |
| First  |                           | \$                                  |                 | \$                |           |  |  |
| Second   |                           | \$                                  |                 | \$                |           |  |  |
| Third  |                           | \$                                  |                 | \$                |           |  |  |
| Fourth   |                           | \$                                  |                 | \$                |           |  |  |
| Amount applied from 2021 overpayment?                                      |                           | \$                                  |                 | \$                |           |  |  |
| Total  |                           | \$                                  |                 | \$                |           |  |  |
| ~                                    |                           | 1                                   |                 |                   |           |  |  |

## **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 veri cation 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 af rm 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 led 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 |  |
|---------------------|--|
| Taxpayer Title Date |  |

The nature of our work requires us to collect certain nonpublic information. We collect nancial and personal information from applications, worksheets, reporting statements, and other forms, as well as interviews and conversations with our clients and af liates. 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 rm has procedures and policies in place to protect your con dential information. We restrict access to your con dential information to those within our rm 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.