# **LLC Tax Organizer**

(See next page for Organizer)

Venture Financial Group 125 Webb Ave Hohenwald, TN 38462

1-931-796-8800



## LLC Tax Organizer

Use a separate organizer for each LLC

LLC General	Information										
Legal name o	f LLC							EIN			
LLC address	🗌 (check if new add	lress)									
LLC Represen	ntative				Title						
					Email			Pho	ne		
Principal bus	iness activity										
	duct or service										
	Was the primary	* *			alize a profit?						
	nethod: Cash			1 20		2)					
	Does the LLC file					ear?)					
	Has the LLC mac				*	<u>л '</u>		1.1	1		IDC
	an S corporation, p	provide a copy	of Fo	orm 2553, Elect	ion by a Small	Business	<i>Corporation,</i> an	d the accept	ance le	tter from th	e IKS.
LLC Specific					a ia tha first was	n of the T	I C'a anistanaa a	alaaaa muamid		of the owned	in a
□ Yes □ No	Does the LLC has agreement and the	articles of organ	izati	on)		r oj ine L	LC s'exisience, p	oleuse proolue	и сору	oj ine operai	ing
□ Yes □ No	Are all members			~			с <i>и</i>				
Yes No	Is any member in Is the LLC a part				arthership, a	rust, an	S corporation,	or an estate	{		
□ Yes □ No □ Yes □ No	Did any foreign o	or domestic con	pora	tion, partnersl		exempt c	organization, ir	ndividual, or	estate	own directl	ly or
□ Yes □ No	indirectly 50% or Did the LLC owr stock entitled to	n directly 20% o	or mo	ore, or own dir	ectly or indire	ectly, 50%	or more of the	e total voting	g powe	r of all class	ses of
□ Yes □ No	Did the LLC have				<u>^</u>	nad the te	erms modified	so as to redu	ice prin	cipal amou	int of debt?
□ Yes □ No	At any time duri	· ·								*	
□ Yes □ No	Was there a distri	ibution of prop	erty	or a transfer (l	by sale or deat	h) of an 1	LLC interest d	uring the tax	k 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							EC for each.			
Principal Me	embers Ownershi	ip Information									
Name		Tax ID numbe (SSN or EIN)		Address				Ownership percentage	Membe membe	er or er-manager	U.S. citizen?
								0.00%			
								0.00%			
								0.00%			
								0.00%			
								0.00%			
								0.00%			
LLC Other Tra	ansactions							-			
Member name		Guaranteed payments		lth insurance niums paid	Capital contra from member	ibutions	Distributions to member	Member lo the LLC	ans to	Loans repa to member	
All Clients –	Additional informat	tion and docume	ents r	enuired		New C	lients – Additi	onal informat	ion and	documents i	required
<ul> <li>All Clients – Additional information and documents required</li> <li>Provide the income/financial statements for the year (per books), balance</li> </ul>						New Clients – Additional information and documents required Date LLC formed					
sheet, depreciation schedule per books, and cash reconciliation of business					State LLC formed in						
<ul> <li>bank accounts with ending cash balance.</li> <li>If the LLC has employees or paid independent contractors, provide a copy of all Forms W-2, W-3, 940, 941, 1096, 1099-NEC, 1099-MISC, and any other formed to make the provide copies of depreciation schedules for book, tax, and the provide copies of depreciation schedules for book, tax, and the provide copies of depreciation schedules for book, tax, and the provide copies of depreciation schedules for book, tax, and the provide copies of depreciation schedules for book, tax, and the provide copies of depreciation schedules for book, tax, and the provide copies of the provide</li></ul>											
forms issue	d to workers. bers live in a differ				2	AMT.	-	-			
The busines	s may be subject to	o withholding	requ	irements.	iac actuild.		de copies of tax returns (if appl		last tw	o years, inc	luding

LLC assets at year er	ıd			and equity at year end	
Bank account end of year balance	\$	Accou	nts payable at year end		\$
Accounts receivable at end of year	\$		Payables less than one year		
nventories	\$	Payab	les more than one year		\$
Loans to members	\$	Mortg	Mortgages, notes payable		
Mortgages and loans held by LLC	\$	Loans	from members		\$
Stocks, bonds, and securities	\$	LLC c	apital accounts		\$
Other current assets ( <i>include list</i> )	\$				
LC Income (include all Forms 1099-K and For	ms 1099-NEC received,	)			
Gross receipts or sales	\$	Divid	Dividend income (include all 1099-DIV Forms)		
Returns and allowances	\$ (	) Capita	al gain/loss ( <i>include all 1</i>	099-B Forms)	\$
nterest income (include all 1099-INT Forms)	\$	Other	Other income (loss) ( <i>include a statement</i> )		
LC Cost of Goods Sold (for manufacturers,	wholesalers, and busi	nesses that mal	ce, buy, or sell goods)		
nventory at beginning of the year	\$	Mater	Materials and supplies		
Purchases	\$	Inven	tory at the end of the yea	ır	\$
Cost of labor	\$				
LC Expenses					
Advertising	\$	Meals	for business in restaura	nts (100% deduct.)	\$
Bad debts	\$		– other business meals (		\$
Bank charges	\$	Office	supplies	,	\$
Business licenses	\$		Organization costs		
Commissions and fees	\$	Pensio	Pension and profit sharing plans		
Contract labor	\$	Rent o	Rent or lease – car, machinery, equipment		
Employee benefit programs		Rent o	Rent or lease – other business property		
Employee health care plans	\$	Repai	rs and maintenance		\$
Entertainment	\$	Taxes	– payroll		\$
Gifts	\$	Taxes	– property		\$
Guaranteed payments to members	\$	Taxes	– sales		\$
Insurance (other than health insurance)	\$	Taxes	Taxes – state		
Interest – mortgage	\$	Telepł	Telephone		
Interest – other	\$	Utiliti	Utilities		
Internet service	\$	Wages	3		\$
Legal and professional services	\$	Other	expense		\$
Entertainment is no longer deductible for t	axes.				
Car Expenses (use a separate form for each v	ehicle)				
Make/Model			Date car placed in service		
$\Box$ Yes $\Box$ No Car available for personal use	e during off-duty hou	urs?			
Yes INO Do you (or your spouse) have	e any other cars for p	versonal use?	Did you trade in your	car this year? 🛛 Yes	🗆 No
Yes No Do you have evidence?			Cost of trade-in	Trade-in value	
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	\$	
Commuting mileage			Registration/fees	\$	
Other mileage			Repairs	\$	
Generally, you can use either the standard p					
ourposes. However, to use the standard mi	leage rate, it must be	e used in the f	irst vear the car is availa	ble for business. In l	ater years, you

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 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, please provid	e a statement with de	etails)				
□ Yes □ No Did the business pay expenses to make it accessible by individuals with disabilities?							
🗆 Yes 🗖 No	□ Yes □ No Did the business pay any FICA on employee wages for tips above minimum wage?						
				-			

□ 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
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Estimated Tax Payments — Tax Year 2021

Installment	Date paid	Federal	Date paid	State
First		\$		\$
Second		\$		\$
Third		\$		\$
Fourth		\$		\$
Amount applied from 2020 overpayment?		\$		\$
Total		\$		\$

#### **COVID-19 Related**

🗆 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 credit for sick leave paid to employees due to COVID-19?				
🗆 Yes 🗅 No	Did the business receive a payroll tax credit for paid family leave paid to employees due to COVID-19?				
🗆 Yes 🗅 No	Did the business receive a payroll tax credit for a business suspension or slowdown?				

#### **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

### **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.