## **LLC Tax Organizer**

(See next page for Organizer)

Feltz Associates LLC
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Tax Preparation
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LLC General	Information										
Legal name o	of LLC							EIN		_	
LLC address	☐ (check if new add	dress)									
LLC Represe	ntative				Title						
1					Email			Pho	ne (	)	
Principal bus	iness activity										
Principal pro	duct or service										
	Was the primary				alize a profit?						
	nethod: 🗆 Cash			1 20							
	Does the LLC file				, ,	rear?)					
☐ Yes ☐ No	Has the LLC made				*						
	an S corporation, p	orovide a copy	of Fo	orm 2553, Elect	ion by a Small	Business	Corporation, an	d the accept	ance le	tter from th	e IRS.
LLC Specific											
☐ Yes ☐ No	Does the LLC ha Agreement and the	e Articles of Org	aniza	ition)		ir of the L	LC's existence, p	olease provide	га сору	of the Opera	ling
☐ Yes ☐ No	Are all members										
☐ Yes ☐ No	Is any member in		_		artnership, a	trust, an	S corporation,	or an estate	?		
☐ Yes ☐ No	Is the LLC a part										
☐ 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 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 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 distr	ibution of prop	erty	or a transfer (b	by sale or dea	th) of an l	LLC interest d	uring the tax	x 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	•										
☐ Yes ☐ No	Did the LLC hav	e a Paycheck P	rotec	tion Program	(PPP) loan tha	nt was for	given in 2024?				
Principal M	embers Ownersh	ip Information	1								
Name		Tax ID numbe (SSN or EIN)	r	Address				Ownership percentage	Memb membe	er or er-manager	U.S. citizen?
LLC Other Tr	ansactions	<b>'</b>		'			,				
Member name		Guaranteed payments		alth insurance miums paid	Capital contr	ibutions	Distributions to member	Member lo	ans to	Loans repa to member	id by LLC
TVICITOCI TUITIC		pugments	Prei	пить риш	Jrom memoer		to member	IIIC EEC		to member	
All Clients -	Additional informa	tion and docume	ents r	equired	<u> </u>	New C	lients – <i>Additio</i>	onal informat	ion and	documents r	equired
Provide the income/financial statements for the year (per books), bal				s), balance	Date LLC formed						
sheet, depreciation schedule per books, and cash reconciliation of busir				of business	State LLC formed in						
bank accounts with ending cash balance.  • If the LLC has amployees or paid independent contractors, provide a copy.					vide a copy	Provide copies of LLC's Articles of Organization and					
<ul> <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</li> </ul>					Operating Agreement (if any).						
forms issued to workers.					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.					Provide copies of tax returns for last two years, including state returns (if applicable).						

LLC Balance	Sheet							
LLC assets at year end				LLC debts and equity at year end				
Bank account end of year balance			\$	Accou	nts payable at year end		\$	
Accounts receivable at end of year		\$	Payab	les less than one year		\$		
		\$	Payab	les more than one year	\$			
Loans to men	nbers		\$	Mortg	ages, notes payable	\$		
Mortgages an	d loans held by LI	.C	\$	Loans	from members		\$	
Stocks, bonds	, and securities		\$	LLC c	apital accounts		\$	
Other current	assets (include list,	)	\$					
LLC Income	include all Forms 10	99-K, Forms 1099-MISC	C, and Forms 1099-NE	C recei	ved)			
Gross receipts	s or sales		\$	Divid	end income (include all 1099-	\$		
Returns and a	ıllowances		\$( )	Capita	al gain/loss (include all 1099-	-B Forms)	\$	
Interest incon	ne ( <i>include all 1099-</i>	INT Forms)	\$	Other income/loss (include a statement)			\$	
LLC Cost of G	Goods Sold <i>(for ma</i>	nufacturers, wholesale	ers, and businesses t	that mak	ce, buy, or sell goods)			
Inventory at l	peginning of the ye	ear	\$	Materials and supplies			\$	
Purchases			\$	Inven	tory at the end of the year		\$	
Cost of labor			\$					
LLC Expense	s							
Advertising			\$	Meals	– business		\$	
Bad debts			\$	Office	supplies		\$	
Bank charges			\$	Organization costs			\$	
Business licer	nses		\$	Pension and profit sharing plans			\$	
Commissions and fees		\$	Rent or lease – car, machinery, equipment			\$		
Contract labor		\$	Rent or lease – other business property			\$		
Employee benefit programs		\$	Repair	rs and maintenance	-	\$		
Employee health care plans		\$	Taxes	– payroll		\$		
Entertainment (not deductible)		\$	Taxes	– property		\$		
Gifts		\$	Taxes	– sales		\$		
Guaranteed payments to members		\$	Taxes – state			\$		
Insurance (other than health insurance)		\$	Telephone			\$		
Interest – mortgage		\$	Utilities			\$		
Interest – other		\$	Wages			\$		
Internet service		\$	Other	expense	\$			
			\$	Other expense \$			\$	
Car Expense	S (use a separate fo	rm for each vehicle)						
Make/Model					Date car placed in service	/ /		
☐ Yes ☐ No Car available for personal use during off-duty hours?								
☐ Yes ☐ No			l use?	Did you trade in your car this year? 🗆 Yes		l No		
☐ Yes ☐ No Do you have evidence?			Cost of trade-in		Trade-in value			
☐ Yes ☐ No   Is your evidence written?		written?			\$	\$		
Mileage				Ac	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 \$				
Generally, you can use either the standard mileage rate or actual expenses to calculate 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	Date purchased	Cost	Date placed in service	New or used?		
		\$				
		\$				
		\$				
		\$				
		\$				
		\$				
		\$				

Asset	Date o	ite out of service   Date so		Selling price/FMV	Trade-in?			
				\$				
				\$				
				\$				
				\$				
LLC Business Credits (if you answered Yes for any of th	e questions below, please	provide a sta	tement with detail	ls)				
☐ Yes ☐ No Did the business pay expenses to make	it accessible by individu	als with dis	abilities?					
☐ Yes ☐ No Did the business pay any FICA taxes or								
Yes ☐ No Did the business own any residential rental buildings providing qualified low-income housing?								
☐ Yes ☐ No Did the business incur any research and	Did the business incur any research and experimental expenditures during the tax year?							
☐ Yes ☐ No Did the business have employer pension	on plan start-up costs?		Total number of employees					
☐ Yes ☐ No   Did the business pay health insurance p	premiums for employees	? '	Total number of employees					
☐ Yes ☐ No Did the business purchase and place in	Did the business purchase and place in service any electric vehicles or energy efficient commercial building property?							
Estimated Tax Payments — Tax Year 2024								
Installment	Date paid	Fea	leral	Date paid	State			
First		\$		\$				
Second		\$		\$				
Third		\$		\$				
Fourth		\$		\$				
Amount applied from 2023 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 may be required for preparation of returns.
- Keep a copy of the tax return and any related tax documents. You may be assessed a fee if you request a duplicate 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 express written 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.