LLC General	Information								,	organizer joi	
Legal name of LLC						EIN		_			
LLC address	☐ (check if new add	lress)									
LLC Represe	ntative				Title						
ZZC rieprese.					Email			Pho	ne ()	
Principal bus	iness activity				-			I			
	duct or service										
☐ Yes ☐ No	Was the primary	purpose of the	LLC	activity to rea	lize a profit?						
Accounting r	nethod: 🗆 Cash	□ Accrual □	Othe	r (specify)							
☐ Yes ☐ No	Does the LLC file	under a calen	dar y	rear? (If no, who	at is the fiscal y	ear?)					
☐ Yes ☐ No	Has the LLC mad	de the election	to be	taxed as a cor	poration?						
If the LLC is	an S corporation, p	rovide a copy	of Fo	orm 2553, Electi	ion by a Small	Business	Corporation, an	d the accept	ance le	tter from th	e IRS.
LLC Specific	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 partic	ipatir	ng in the busin	ess?						
☐ Yes ☐ No	Is any member in	the LLC a dis	regar	ded entity, a p	artnership, a	trust, an	S corporation,	or an estate	?		
☐ Yes ☐ No	Is the LLC a parts	ner in another	partn	nership?							
☐ 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											
☐ Yes ☐ No											
☐ Yes ☐ No	Was there a distri	ibution of prop	erty	or a transfer (b	y sale or deat	h) of an l	LLC interest di	uring the tax	year?		•
☐ Yes ☐ No	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	1 .			individual? I	f yes, include	a copy o	f Form 1099-N	EC for each.			
Principal Mo	embers Ownershi	-									
Name		Tax ID number (SSN or EIN) Address						Ownership percentage			U.S. citizen?
LLC Other Tr	ansactions										
Member name		Guaranteed payments			Capital contr from member	ibutions	Distributions to member	Member loans to the LLC		Loans repaid by LLC to member	
-											
-											
All Clients – Additional information and documents required				New Clients – Additional information and documents required					required		
• Provide the income/financial statements for the year (per books sheet, depreciation schedule per books, and cash reconciliation of the statements for the year (per books).					Date LLC formed State LLC formed in						
bank accou	nts with ending ca	sh balance.						C's Articles	of Org	anization at	nd
 If the LLC has employees or paid independent contractors, provof all W-2, W-3, 940, 941, 1096, 1099-NEC, 1099-MISC, and any contractors. 				vide a copy other forms	 Provide copies of LLC's Articles of Organization and Operating Agreement (if any). Provide copies of depreciation schedules for book, tax, a 						
	bers live in a differ				ide details.	AMT. • Provide copies of tax returns for last two years, including					
The business may be subject to withholding requirements.						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		\$	Accounts payable at year end			\$				
Accounts receivable at end of ye	ear	\$	Payables less than one year			\$				
Loans to members		\$	Payables more than one year			\$				
Mortgages and loans held by LLC		\$	Mortgages, notes p		es payable		\$			
		\$ Loar		s from members			\$			
Other current assets (include list,)	\$	LLC capital accounts			\$				
Inventories		\$					<u> </u>			
LLC Income (include all Forms 10	199-K received)									
Gross receipts or sales	\$	Dividends income (include all 1099-DIV Forms)			9-DIV Forms)	\$				
Returns and allowances	\$()	Capital	Capital gain/loss (include all 1099-B Forms)			\$				
Interest income (include all 1099-	\$	Other income (loss) (include a statement)				\$				
LLC Cost of Goods Sold (for ma	nufacturers, wholesal	ers, and businesses	that make	e, buy, or s	sell goods)					
Inventory at beginning of the year	ear	\$	Materia	als and s	upplies		\$			
Purchases		\$			e end of the year		\$			
Cost of labor		\$			· · · · · · · · · · · · · · · · · · ·					
LLC Expenses		'								
Advertising		\$	Manag	ement fe	es		\$			
Bad debts		\$		– busines			\$			
Bank charges		\$		supplies			\$			
Business licenses		\$	 	zation co	osts		\$			
Commissions and fees	\$		Pension and profit sharing plans \$							
Contract labor	\$					\$				
Employee benefit programs		\$	Rent or lease – other business property \$							
Employee health care plans		\$	Repairs and maintenance				\$			
*Entertainment		\$	Taxes – payroll				\$			
Gifts		\$		- property	V		\$			
Guaranteed payments to members		\$	Taxes -				\$			
Insurance (other than health insurance)		\$	Taxes -	- state			\$			
Interest – mortgage		\$	Teleph	one			\$			
Interest – other	\$	Utilitie				\$				
Internet service	\$	Wages				\$				
Legal and professional services		\$	Other expense \$							
*Entertainment is no longer deductible for taxes.										
Car Expenses (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 ☐ Do you (or your spouse) have any other cars for persona			ıl use?	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			\$ \$							
Mileage				Actual Expenses						
Beginning of year odometer				Gas/oil \$						
End of year odometer			Insurance \$							
Business mileage			Parking fees/tolls \$							
Commuting mileage		Registration/fees \$		1						
Other mileage				\$						
Generally, you can use either the	e standard mileage ra	ate or actual expen			leductible costs of	1 7	for business pur			
poses. However, to use the stan-										
choose between either the stand										
Equipment Purchases – Enter t	the following informati	ion for depreciable a	ssets pui	rchased th	nat have a useful life	greater than one ye	ar			
Asset			Date pı	urchased	Cost	Date placed in serv	vice New or used			
					\$					

\$

\$ \$

\$

Equipment S	old or Disposed of During Year							
Asset		Date or	Date out of service		Selling price/FMV		Trade-in?	
					\$			
					\$			
					\$			
					\$			
LLC Busines	s Credits (if answered Yes for any of the belov	v, please provide a state	ment with	details)				
☐ Yes ☐ No								
☐ Yes ☐ No								
☐ Yes ☐ No								
☐ Yes ☐ 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	nployees			
☐ Yes ☐ No	Did the business pay health insurance pre-	miums for employees	yees? Total number of en		mployees			
Estimated Ta	nx Payments — Tax Year 2020							
Installment		Date paid	Federal		Date paid	State		
First			\$			\$		
Second			\$			\$		
Third			\$			\$		
Fourth			\$			\$		
Amount applied from 2019 overpayment?			\$			\$		
Total			\$			\$		
COVID-19 Re	elated			·				
☐ Yes ☐ No	es 🗆 No Did the business receive a Paycheck Protection Program loan?							
☐ Yes ☐ No	No Did the business receive an Economic Injury Disaster Loan or Emergency Advance through the SBA?							
☐ Yes ☐ No								
☐ Yes ☐ No								
☐ Yes ☐ No								
☐ Yes ☐ No	Did the business receive a payroll tax cred	it for a business suspe	nsion or sl	lowdown?				
Tax Ret	urn 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.