Dairy Keeper Co

## LLC Tax Organizer

Tax Year \_\_\_\_\_

Use a separate organizer for each LLC

LLC General	Information								<u> </u>		
Legal name of LLC						EIN	#	_			
LLC address	🗅 (check if new add	ress)									
Tax Matters In	ndividual				Title						
					Email		Pho	ne (	)		
Principal busi	ness activity										
^	luct or service										
	Was the primary	<u> </u>			lize a profit?						
	nethod: Cash					2)					
□ Yes □ No	Does the LLC file					ear?)					
Yes No	Has the LLC mad			,	<u> </u>	D '		1.1	1.		IDC
	n S corporation, p	provide a copy	of FC	orm 2553, Electi	ion by a Small	Business	<i>Corporation,</i> an	a the accept	ance lei	tter from the	e IKS.
□ Yes □ No	<b>fic Questions</b> <ul> <li>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</li> </ul>										
	agreement and the				s is the first yea			icuse provinc	u copy (	oj ine operan	ing.
🗆 Yes 🗖 No	Are all members	actively partici	patiı	ng in the busin	less?						
🗆 Yes 🗖 No	Is any member in		<u> </u>		artnership, a t	trust, an S	S corporation,	or an estate	?		
🗆 Yes 🗖 No	Is the LLC a parts										
🗆 Yes 🗖 No	Did any foreign c indirectly 50% or					exempt o	organization, ir	ndividual, or	estate	own directl	y or
□ Yes □ No	Did the LLC own stock entitled to v					ectly, 50%	or more of the	e total voting	g powe	r of all class	es of
□ Yes □ No	Did the LLC have				<u>^</u>	nad the te	erms modified	so as to redu	ice prin	cipal amou	nt of debt
□ Yes □ No	At any time durir	<u>,</u>			0					<u>^</u>	
□ Yes □ No	Was there a distri	• •				*				0	J
□ Yes □ No	Does the LLC sat		-		<i>.</i>	,		0	<u> </u>		
	• The LLC's total	receipts for the	e tax	year were less	than \$250,000	), and					
	• The LLC's total			5							
□ Yes □ No	Did the LLC pay			individual? I	f yes, include	a copy of	t Form 1099-M	ISC for each			
Principal Me	embers Ownershi			1			I				
Name		Tax ID numbe (SSN or EIN)	r	Address				Ownership percentage	Membe membe	er or er-manager	U.S. citizen?
		,						1 0		8	
LLC Other Tra	ansactions										•
		Guaranteed		lth insurance	Capital contr	ibutions	Distributions	Member lo	ans to	Loans repa	id by LLC
Member name		payments	prer	niums paid	from member		to member	the LLC		to member	
All Clients –	Additional informat	ion and docume	nts ri	enuired		New C	lients – <i>Additi</i>	onal informat	ion and	documents r	equired
<ul> <li>All Clients – Additional information and documents required</li> <li>Provide the income/financial statements for the year (per books), balance</li> </ul>					s), balance	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</li></ul>						Provide copies of LLC's Articles of Organization and					
						Opera	ting Agreeme	nt (if any).			
of all W-2, W-3, 940, 941, 1096, 1099-MISC, and any other forms issued workers.					• Provide copies of depreciation schedules for book, tax, and AMT.				tax, and		
	pers live in a differ s may be subject to				ide details.	<ul> <li>Provide copies of tax returns for last two years, including state returns (if applicable).</li> </ul>					

LLC Balance	Sheet						
	LLC ass	sets at year end			LLC debts and	equity at year end	
Bank account end of year balance			\$	Αссоι	ints payable at year end		\$
Accounts receivable at end of year			\$	Payab	les less than one year		\$
Loans to mem	bers		\$	Payab	les more than one year		\$
Mortgages and	d loans held by Ll	LC	\$	Mortg	ages, notes payable		\$
	and securities		\$	Loans	from members		\$
Other current	assets (include list	)	\$	LLC c	apital accounts		\$
Inventories			\$				
LLC Income (i	include all Forms 1	099-K received)					
Gross receipts	or sales		\$	Dividends income (include all 1099-DIV Forms)			\$
Returns and a	llowances		\$( )	Capit	al gain/loss ( <i>include all 1099</i> .	-B Forms)	\$
Interest incom	e (include all 1099	-INT Forms)	\$	Other income (loss) ( <i>include a statement</i> )			\$
LLC Cost of G	oods Sold (for ma	nufacturers, wholesal	ers, and businesses	that ma	ke, buy, or sell goods)		·
	eginning of the y		\$		ials and supplies		\$
Purchases	/		\$	1	tory at the end of the year		\$
Cost of labor			\$		, , , , , , , , , , , , , , , , , , ,		
LLC Expenses	6						
Advertising			\$	Mana	gement fees		\$
Bad debts			\$	Office supplies			\$
Bank charges			\$	Organization costs			\$
Business licens	ses		\$	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			\$		rs and maintenance	. ,	\$
Employee health care plans			\$		– payroll		\$
Entertainment and business meals			\$		– property		\$
Gifts			\$		– sales		\$
Guaranteed payments to members			\$	Taxes – state			\$
Insurance (other than health insurance)			\$	Telephone			\$
Interest – mor	tgage		\$	Utilities			\$
Interest – othe			\$	Wages			\$
Internet servic	e		\$	Other expense		\$	
Legal and pro	fessional services		\$	Other expense			\$
÷ .		rm for each vehicle)					
Make/Model					Date car placed in service	/ /	
					1		
	Do you (or your spouse) have any other cars for personal		l use?	se? Did you trade in your car this year? 🛛 Yes		□ No	
	Do you have evidence?				Cost of trade-in Trade-in value		
□ Yes □ No Is your evidence written?					\$	\$	
Mileage						tual Expenses	
Beginning of year odometer					Gas/oil	\$	
End of year odometer					Insurance	\$	
Business milea					Parking fees/tolls	\$	
Commuting mileage					Registration/fees	\$	
Other mileage					Repairs	\$	
		e standard mileago r	ate or actual evpon	ses to fi	gure the deductible costs of		r for husines

Generally, you can use either the standard mileage rate or actual expenses to figure 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?			
		\$					
		\$					
		\$					
		\$					
		\$					
		\$					

Equipment S	old 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 provide	e a statement with d	letails)				
🗆 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?						
🗆 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 co	Total number of employees					
🗆 Yes 🗖 No	Did the business pay health insurance premiums for emp	Total number of employees					
Estimated Ta	x Payments — Tax Year						

Installment	Date paid	Federal	Date paid	State
First		\$		\$
Second		\$		\$
Third		\$		\$
Fourth		\$		\$
Amount applied from 2017 overpayment?		\$		\$
Total		\$		\$

## **Tax Return Preparation**

We will prepare your tax return based on information you provide. In the event your 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 your 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 you receive additional information after we begin working on your return, you will contact us immediately to ensure your 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 your documentation.
- You must be able to provide written records of all items included on your 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 your 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 your 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. For a joint return, both taxpayers must sign.

Privacy Policy		
Taxpayer	Spouse	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.