LLC Ge	neral	Information										
Legal name of LLC							EIN					
LLC ad	dress	(check if new add	lress)									
LLC Re	prese	ntative				Title						
					Email			Pho	ne			
		iness activity										
		duct or service	f .1	110		1: (:.2						
Yes		Was the primary nethod: Cash			. activity to rear	ilize a profit?						
Yes	No		·			at is the fiscal u	var?ı		V		***************************************	
Yes		Has the LLC mac					Си7. /					
If the L		an S corporation, p					Business	Corporation, an	d the accept	ance le	tter from th	e IRS.
		Questions			· · · · · · · · · · · · · · · · · · ·				· · · · · · · ·			
Yes	No	Does the LLC has agreement and the				s is the first yea	r of the L	LC's existence, p	olease provide	п сору	of the operat	ing
Yes	No	Are all members	actively partic	ipatiı	ng in the busin	iess?						
Yes	No	Is any member in				artnership, a	trust, an	S corporation,	or an estate	?		
Yes	No					~						
Yes	No	indirectly 50% or	more of the pi	rofit,	loss, or capital	of the LLC?						
Yes	No	Did the LLC own stock entitled to v	odirectly 20% of any for	or mo	ore, or own dir or domestic co	ectly or indire	ectly, 50%	or more of the	e total voting	g powe	r of all class	es of
Yes	No						nad the te	erms modified	so as to redu	ice prir	ncipal amou	nt of debt?
Yes	No	At any time durir										
Yes	No											
Yes	No											
Yes	No	Did the LLC pay							ISC for each			
		embers Ownershi			Individual: 1	1 yes, merade	а сору о	11011111077111	ibe for each	•		
			Tax ID numbe						Ownership	Memb	er or	U.S.
Name			(SSN or EIN) Address						percentage			citizen?
										-	· · · · · · · · · · · · · · · · · · ·	
LLC Oth	er Tr	ansactions]		1		<u> </u>
			Guaranteed	Hea	lth insurance	Capital contr	ihutions	Distributions	Member to	ans to	Loans repa	id hu LLC
Meniber	name		payments	1	niums paid	from member		to member	the LLC	ans to	to member	in by LLC
											 	
All Clie	nte _	Additional informat	ion and docume	nte re	anicad		Now C	liente – Additi	anal informat	ion and	doovmosto	
• Provide the income/financial statements for the year (per books), 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					
bank accounts with ending cash balance. • If the LLC has employees or paid independent contractors, provide a servi-							Provide copies of LLC's Articles of Organization and					
of all W-2, W-3, 940, 941, 1096, 1099-MISC, and any other forms issued to							Operating Agreement (if any).					
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						
The business may be subject to withholding requirements.							state returns (if applicable).					

LLC Balance Sheet							
LLC assets at year en	ıd	LLC debts and equity at year end					
Bank account end of year balance	\$	Accou	ints payable	at year end		\$	
Accounts receivable at end of year	\$	Payab	Payables less than one year			S	
Loans to members	\$	Payab	Payables more than one year			\$	
Mortgages and loans held by LLC	\$	Mortg	Mortgages, notes payable			\$	
Stocks, bonds, and securities	\$		Loans from members			\$	
Other current assets (include list)	\$	LLC c	apital accou	ınts		\$	
Inventories	\$		- k			1	
LLC Income (include all Forms 1099-K receive	d)	1					.ili
Gross receipts or sales	\$	Divid	ends incom	e (include all 10	99-DIV Forms	\$	
Returns and allowances	\$(Dividends income (include all 1099-DIV Forms) Capital gain/loss (include all 1099-B Forms)			\$	
Interest income (include all 1099-INT Forms)	\$		Other income (loss) (include a statement)			\$	
LLC Cost of Goods Sold (for manufacturers,					nement)	ļΨ	н
						10	
Inventory at beginning of the year	\$		ials and su	•		\$	
Purchases	\$	Inven	Inventory at the end of the year			\$	
Cost of labor	\$			 			
LLC Expenses	T.	1.1					
Advertising	\$		gement fees	,		\$	
Bad debts	\$		Meals – business			\$ \$	
Bank charges	\$		Office supplies				
Business licenses	\$		Organization costs				
Commissions and fees	\$		Pension and profit sharing plans			S S	
Contract labor	\$		Rent or lease - car, machinery, equipment				
Employee benefit programs	\$		Rent or lease – other business property				
Employee health care plans	\$		Repairs and maintenance				
Entertainment	\$		Taxes – payroll			S	
Gifts	\$		Taxes – property				
Guaranteed payments to members	\$		Taxes - sales				
Insurance (other than health insurance)	\$	Taxes	Taxes – state S				
Interest – mortgage	\$	Telepl	Telephone \$				
Interest – other	\$	Utiliti	Utilities S Wages S				
Internet service	\$	Wage	Wages				
Legal and professional services	\$	Other expense S					
Car Expenses (use a separate form for each v	ehicle)						
Make/Model			Date car p	laced in servic	e		
Yes No Car available for personal use	e during off-duty hou	urs?					
Yes No Do you (or your spouse) have	e any other cars for p	ersonal use?	nal 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?			\$		s		
Mileage					Actual Expenses		
Beginning of year odometer			Gas/oil		\$		
End of year odometer	7. VIII. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.				\$		
Business mileage				es/tolls	\$		
Commuting mileage		Registration			S		
Other mileage			Repairs \$				
Generally, you can use either the standard r	nileage rate or actual	expenses to fi		ductible costs		ar for	business nu
poses. However, to use the standard mileag	e rate, it must be use	ed in the first	year the car	is available for	r business. In later	years	, you can the
choose between either the standard mileage						_	
Equipment Purchases - Enter the following	information for depred	ciable assets p	urchased tha	t have a useful l	ife greater than one	vear	
Asset			ourchased	Cost	Date placed in s		New or used
				\$	The second secon		l l l l l l l l l l l l l l l l l l l
			+	\$			
				\$			
				\$ \$			
				5			
				5			
							1

Equipn	nent S	Gold or Disposed of During Year					
Asset			Date out of service	Date sold	Selling price/FMV	Trade-in?	
					\$		
				**************************************	\$		
					\$		
					\$		
					\$		
					\$		
LLC Bu	sines	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	ests?	Total number of employees			

Estimated Tax Payments — Tax Year 2018

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

Total number of employees

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.

No Did the business pay health insurance premiums for employees?

- 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	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.