LLC Tax Organizer

(See next page for Organizer)

The following is a helpful blank "Tax Organizer", which is not required, but may assist you in identifying & gathering the information necessary to accurately complete your 2023 income tax returns. Clients who have used this organizer in the past have found it to be a helpful tool in organizing their tax information. Do not be overwhelmed at first glance. If a section, line or box does not apply to you, move on to the next section, line or box.

Instructions for Completing the Tax Organizer:

The Tax Organizer is a fillable PDF. Depending on your web browser settings, the PDF may preview in your browser with options to download / print, OR you may be prompted to download the file immediately without previewing. In either case, you should download the file to complete and save on your computer. (Do not complete the form in your web browser if you want to save you work.) You may also print the form and complete by hand if you prefer.

Once you have completed your Tax Organizer:

• You can print it out and include it with your tax documents, whether in-person, drop-off, mail-in or fax.

OR

• Upload your tax documents through a secure portal which you can access through my website at www.rehbeintaxprep.com. Click on the "Send Files" link in the upper right corner.

Please call or email the office with any questions.

Rehbein Tax Prep 3640 Talmage Circle Suite 203 Vadnais Heights, MN 55110

Office: 651-204-3189 • Fax: 651-204-3908

www.rehbeintaxprep.com

LLC General	Information								•		
Legal name of LLC								EIN		-	
LLC address	☐ (check if new add	dress)									
LLC Represe	ntative				Title						
1					Email			Pho	ne ()	
Principal bus	iness activity										
	duct or service										
	Was the primary			-	lize a profit?						
	nethod: 🗆 Cash			, ,,							
☐ Yes ☐ No Does the LLC file under a calendar year? (If no, what is the fiscal year?) ☐ Yes ☐ No Has the LLC made the election to be taxed as a corporation?											
					_	D .		1.1	-	61	TDG
	an S corporation, p	provide a copy	Of F0	orm 2553, Elect	ion by a Small	Business (Corporation, an	d the accept	ance le	tter from th	e IKS.
LLC Specific	ı		~ ~ ~ ~		a ia tha Guat was	u of the T	I C'a aviatavaa	al agga sawarsi da		of the award	iu o
□ Yes □ No	Does the LLC has agreement and the				s is the first yea	ir of the Li	LC's existence, p	neuse proviue	и сору	oj tne operati	ıng
☐ Yes ☐ No	Are all members	, ,			less?						
☐ Yes ☐ No	Is any member ir		_			trust, an S	S corporation,	or an estate	?		
☐ Yes ☐ No	Is the LLC a part	ner in another	partı	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	Did the LLC have	e any debt that	was	cancelled, was	forgiven, or l	nad the te	erms modified	so as to redu	ıce prir	ncipal amou	nt of debt?
☐ Yes ☐ No	At any time duri	ng the year, di	d the	LLC have an i	nterest in, or s	signature	authority over	a financial	accoun	t in a foreigi	n country?
☐ Yes ☐ No	Was there a distr				y sale or deat	th) of an l	LLC interest d	uring the tax	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 \$600 or more to any individual? If yes, include a copy of Form 1099-NEC for each.										
☐ Yes ☐ No	Did the LLC have	e a Paycheck F	rotec	ction Program	(PPP) loan tha	nt was for	given in 2023?	•			
Principal Mo	embers Ownersh	ip Informatio	1								
Name		Tax ID numbe (SSN or EIN)		Address				Ownership percentage	Memb membe	er or er-manager	U.S. citizen?
		-									
LLC Other Tr	ansactions										
Member name		Guaranteed payments		alth insurance miums paid	Capital contr from member		Distributions to member	Member lo the LLC	ans to	Loans repa to member	id by LLC
All Clients –	Additional information	tion and docum	ents r	eauired	I.	New C	lients – <i>Additi</i>	onal informat	ion and	documents r	required
• Provide the income/financial statements for the year (per books), balance					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					
bank accounts with ending cash balance.					Provide copies of LLC's Articles of Organization and						
• 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						Operating Agreement (if any).					
forms issue	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.				ride details.	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	gages, 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-MIS	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-	\$			
Interest incon	ne (include all 1099-	INT Forms)	\$	Other	income (loss) (include a state	\$			
LLC Cost of C	Goods Sold <i>(for ma</i>	nufacturers, wholesald	ers, and businesses t	that mal	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			\$	Organ	ization costs		\$		
Business licer	nses		\$	Pensio	on and profit sharing plans		\$		
Commissions and fees		\$	Rent or lease – car, machinery, equipment			\$			
Contract labo	r		\$	Rent o	or lease – other business pro	\$			
Employee benefit programs		\$	Repair	rs and maintenance	\$				
Employee hea	alth care plans		\$	Taxes	– payroll		\$		
Entertainment (not deductible)		\$	Taxes	– property		\$			
Gifts			\$	Taxes	– sales		\$		
Guaranteed p	ayments to memb	ers	\$	Taxes	– state		\$		
Insurance (ot)	ier than health insui	rance)	\$	Telephone			\$		
Interest – mortgage		\$	Utilities			\$			
Interest – other		\$	Wages	3	\$				
Internet service		\$	Other	expense	\$				
Legal and professional services		\$	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	Do you (or your spouse) have any other cars for personal			l use?	Did you trade in your car	No			
☐ Yes ☐ No Do you have evidence?			Cost of trade-in Trade-in value		Trade-in value				
☐ Yes ☐ No Is your evidence 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									
						tor business. In lat	er 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	ut of service Date se		Selling price/FMV	Trade-in?		
					\$			
					\$			
					\$			
					\$			
LLC Busines	s Credits (if answered Yes for any of the below	w, please provide a statem	ent with de	tails)				
☐ Yes ☐ No	Did the business pay expenses to make it	accessible by individuals	s with disa	bilities?				
□ 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	plan start-up costs?	T	Total number of employees				
☐ Yes ☐ No	Did the business pay health insurance pre	emiums for employees?	T	Total number of employees				
□ Yes □ No	Did the business purchase and place in service any electric vehicles or energy efficient commercial building property?							
Estimated Ta	x Payments — Tax Year 2023							
Installment		Date paid	Fede	ral	Date paid	State		
First		9	\$		\$			
Second		9	\$		\$			
Third			\$		\$			
Fourth			\$		\$			
Amount appl	ied from 2022 overpayment	9	\$		\$			
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.