

# General Business LLC Tax Organizer (U.S.)

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## 1. Business Information

- Legal business name:
- DBA (if any):
- EIN:
- Business address:
- Business phone/email:
- Date business started:
- State(s) of operation:
- Accounting method:  Cash  Accrual
- Principal business activity:
- NAICS code (if known):
- Business bank name(s):
- Business credit card(s):

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## 2. Income (Gross Receipts)

Bring reports if available like a profit and loss statement.

- Gross sales / receipts:
- Returns & allowances:
- Other income (describe):
  - Refunds
  - Interest
  - Miscellaneous income

### Forms received :

- 1099-NEC
  - 1099-K
  - 1099-MISC
  - Platform summaries (Stripe, PayPal, Square, Etsy, etc.)
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### **3. Cost of Goods Sold (COGS) (*if applicable*)**

- Beginning inventory:
  - Purchases:
  - Materials & supplies:
  - Labor (non-owner):
  - Ending inventory:
  - Inventory method:
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### **4. Business Expenses (Schedule C Categories)**

#### **Advertising & Marketing**

- Ads, promotions, website, SEO, branding

#### **Office Expenses**

- Supplies, postage, software, subscriptions

#### **Vehicle Expenses**

- Actual  Mileage
- Total business miles:
- Total personal miles:
- Parking & tolls:

#### **Travel & Meals**

- Airfare, lodging
- Meals (50% deductible)
- Conferences/events

#### **Professional Fees**

- Accounting
- Legal
- Consulting

#### **Insurance**

- Business insurance
- Liability

- Professional (E&O)

### **Utilities**

- Phone
- Internet
- Business portion of utilities

### **Rent & Lease**

- Office rent
- Equipment lease

### **Repairs & Maintenance**

- Equipment
- Office or workspace

### **Depreciation / Assets Purchased**

List items over ~\$2,500:

- Asset description
- Purchase date
- Cost
- Business use %

### **Wages & Contractor Payments**

- Employee wages:
- Payroll taxes paid:
- Contractors paid (list names + amounts)
- 1099s issued?  Yes  No

### **Other Expenses**

- Bank fees
  - Education
  - Licenses & permits
  - Dues & Memberships
  - Miscellaneous (describe)
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## **5. Home Office (if applicable)**

- Home square footage:
  - Office square footage:
  - Rent or mortgage interest:
  - Property taxes:
  - Utilities:
  - Repairs:
  - HOA fees:
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## **6. Owner Payments & Contributions**

- Owner draws taken:
  - Owner contributions made:
  - Estimated tax payments made:
    - Q1:
    - Q2:
    - Q3:
    - Q4:
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## **7. Retirement & Health**

- SEP-IRA / Solo 401(k) contributions:
  - Health insurance premiums (self-employed):
  - HSA contributions:
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## **8. Questions / Changes This Year**

- New states or locations?
  - New bank accounts?
  - Large asset purchases?
  - Business use of crypto?
  - Any audits or notices received?
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