

Entity Summary Worksheet

Your Financial Complexities Simplified

To summarize your multimember LLC, partnership, or corporation's financial information.

Complete this worksheet for each business entity you need filed. This helps us prepare an accurate Form 1065 (partnership) or Form 1120/1120-S (corporation) return.

Entity Information

Field	Information
Legal Business Name	
EIN (Employer Identification Number)	
Entity Type	Multi-Member LLC Partnership S-Corporation C-Corporation
Date of Formation	
State of Formation	
Tax Year (Calendar / Fiscal)	
Business Address	
NAICS / Business Activity Code	

Ownership / Members

Name	Ownership %	Capital Contributed	SSN/EIN
		\$	
		\$	
		\$	
		\$	

Financial Summary

Category	Amount
Gross Receipts / Sales	\$_____

Cost of Goods Sold (if applicable)	\$_____
Total Operating Expenses	\$_____
Net Income / (Loss)	\$_____
Total Assets (end of year)	\$_____
Total Liabilities (end of year)	\$_____
Distributions Made to Owners/Members	\$_____

Documents to Provide

- Profit & loss statement (income statement) for the tax year
- Balance sheet as of year end
- Prior year tax return (if new client)
- Operating agreement or partnership agreement
- Records of any guaranteed payments to partners/members
- Fixed asset purchases and disposals during the year
- Bank statements (all business accounts, full year)
- K-1s received from other entities (if this entity is also a partner elsewhere)

Questions about this worksheet? Contact AskHolmes at askholmes.info or (786) 550-5959.