

## Limited Liability Company Tax Forms Checklist

### Taxed As a Sole Proprietorship

IRS Form 8832: *Entity Classification Election*. This form must be completed and filed by all limited liability companies electing to be treated as a corporation

IRS Form 1040: *U.S. Individual Income Tax Return*. Do not use IRS Form 1040A or IRS Form 1040EZ: *Income Tax Return for Single and Joint Filers With No Dependents*

IRS Schedule C (Form 1040): *Profit or Loss From Business (Sole Proprietorship)* must be filed with IRS Form 1040 by all limited liability companies electing to be treated as sole proprietorships, unless Schedule IRS Schedule C-EZ: *Net Profit From Business (Sole Proprietorship)* is filed

IRS Schedule C-EZ (Form 1040): *Net Profit From Business (Sole Proprietorship)* may be filed if gross company receipts are under \$25,000 and expenses are under \$2000

IRS Form 1040-SS: *U.S. Self-Employment Tax Return*. Required for any sole proprietor who shows \$400+ income from his or her limited liability company business on IRS Schedule C or IRS Schedule C-EZ

IRS Form 1040-ES: *Estimated Tax for Individuals* must be used by all companies that expect to make a profit requiring estimated taxes

IRS Form SS-4: *Application for Employer Identification Number* must be filed by all companies who will hire one or more employees

IRS Form W-2: *Wage and Tax Statement* must be filed by all companies that have one or more employees

IRS Form W-3: *Transmittal of Wage and Tax Statements* must be filed by all companies that have one or more employees

IRS Form W-4: *Employee's Withholding Allowance Certificate* must be provided to employees of companies. Not filed with the IRS

IRS Form 940 or 940-EZ: *Employer's Annual Federal Unemployment (FUTA) Tax Return* must be filed by all companies that have employees

IRS Form 941: *Employer's Quarterly Federal Tax Return* must be filed by all companies that have one or more employees

IRS Form 8109: *Federal Tax Deposit Coupon*. Used by all companies with monthly employee tax liability over \$500. (Obtain from IRS)

IRS Form 8829: *Expenses for Business Use of Your Home*. Filed with annual IRS Form 1040, if necessary

Any required state and local income and sales tax forms