



Accuracy, Integrity, Personal Service...

HTH & Associates
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New Client Questionnaire

Business Information

Company:
Address:
City, State, Zip:
Office #:
Fax #:
Owner's Name:
Cell #:
E-Mail:
Web Site:
Federal Tax ID (i.e. EIN or SSN or TIN if payroll)
CA Employer ID #
Type of income tax filing? (i.e. sole proprietor (Schedule C), corporation, S-Corp?)
Secretary Of State (SOS) Corporation #
Fiscal year start?
Do you have separate businesses you file separate tax reports for?
Do you want your business set up on a CASH BASIS or ACCRUAL BASIS? <i>(Cash is used when you pay the bills as they come in. Accrual is used when you enter the bills in accounts payable and pay bills periodically as funds are available or at certain times during the month. I.e. every Friday for example. Cash basis is probably the most popular. Larger companies tend to use accrual basis.)</i>



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Current Accounting System

What system do you currently use? <i>(i.e.: QuickBooks, Quicken, Excel, Manual, etc.)</i>
What file system do you currently use for documents? <i>(i.e.: File folders, Electronic (scanned), Loose paper, sorted by year?)</i>
Have you hired previous accounting assistance or has it been self-supplied?
Do you use a CPA for your taxes? If so, please provide their contact information.
If not, would you like us to prepare your taxes?
Has the previous year been closed and reported?
How current is your accounting data at this time?

Accounts Payable

How many vendors do you use?
How many vendor invoices do you process per month?
Are you current with payments to all vendors?
If not, how many?

Accounts Receivable

How many clients/customers do you have?
How many invoices do you process per month?
How many unique individual items or description categories do you use for invoicing?
Any client who currently owes you money?
If so, how many?



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Banking

What bank do you use?
How many checking accounts do you have?
How many savings accounts do you have?
For what period were the last bank reconciliation(s) prepared?
How do you currently reconcile your bank accounts?
How many deposits do you process per month?
How do you record & keep track of deposits now?
Do you want HTH to create checks for you?
Do you currently have printable checks? If not we will need to order some.
How do you want to handle the signing and mailing of checks?
How many checks do you process per month?
Do you have online banking access?
Would you agree to allow HTH to have VIEW ONLY access to your online accounts? (By online view only - we can keep up with your check register rather than waiting for the monthly bank statement)

Credit & Debit Cards

Do you use a debit card for many of your transactions? If so, how many a month? If so then the first few months will need review to make sure these types of transactions are applied correctly to the correct expense category.
How many credit cards do you have (that you process charges through the company)?
How many credit card transactions would be charged per month?
What types of items are the credit card charges for?
Please provide a list of the card type and the last 4 digits of each credit and debit card used by the business, so we can match receipts accordingly.



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Business & Financial Goals

Do you have a business plan?
If not, would you like us to help you create one?
Do you have a policy and procedure manual?
If not, would you like us to help you create one?
Do you have a retirement plan?
If so, please provide the contact information for the person who set that up for you.
If not, would you like us to help you in this area?
Do you have a financial planner?
If so, please provide their contact information.
If not, would you like us to help you in this area?
What are your long term business & financial goals?

Business & Health Insurance

Do you have business insurance?
If so, what type and what limits?



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If not, would you like us to help you obtain a quote?
Do you have health insurance?
If not, would you like us to help you obtain a quote?

Employees

Do you have W-2 employees or 1099 contractors that you use or will need payroll processing for?
Would you like a quote on payroll processing?
If so, would you like to use direct deposit instead of paper checks to pay employees?
Would you want end of year W-2 and/or 1099 processing? <small>Flat cost for W-2 and/or 1099 processing is \$300.00 for up to 50 employees/vendors for our non-payroll clients.</small>
How many W-2 employees? If so, please provide their W-4s & I9s.
Pay Schedule?
Do you have workers comp insurance?
If not, would you like us to help you obtain a quote?
Do you have an employee handbook? If so please provide us with a copy of it.
If not, would like us to help you create one?
Do you offer your employees any benefits?
If so, please provide us with a list of them and the names of the vendor that handles them.
If not, would you like us to help you establish these?
How many 1099 independent contractors? If so, please provide their W-9s.



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Pay Schedule?
What do you currently use to pay them?
Do you have other contractors/vendors you pay on a regular basis? If so, please provide their W-9s.

Misc. Business Questions

Do you track any inventory?
If so, would you like us to help you with this?
Does your business have different locations or departments that you want to track?
Do you want Sub-accounts? For instance, a primary account could be advertising, but the sub accounts might be Yellow pages, or Media ads.
Do you want monthly reconciliation statements and monthly financial statements which would include a Balance Sheet and an Income Statement emailed monthly?
Do you want monthly backup of your QuickBooks database sent to you?
If so, will this backup be via e-mail or some other method?
Please provide a list of the balances of your balance sheet account, if possible. i.e. money or things you own and the debts that you owe.

Marketing

How do you currently market your business?
Do you have a marketing plan?
If not, would you like us to set up a FREE marketing consultation for you?
What is your marketing budget?
If not, would you like us to help in this area?



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Comments or Questions:

Is there any other information we might need to know?

Do you have any questions or concerns you would like us to address?