



Company Information

Company Name: _____

Contact: _____

Mailing Address: _____

Phone Numbers:

Cell: _____

Office: _____

Additional Contacts/Phone Numbers: _____

Tax Matters Person: _____

Business Activity/Services Offered: _____

- Yes No If services have been provided by another firm, may we contact then if necessary?
- Yes No Have you been audited before?
- Yes No Are you & your business current on all tax liabilities including sales & payroll taxes?
- Yes No Do you own any or have signature authority over any foreign financial accounts?
- Yes No If we can't file your tax return by the original due date, do we have your permission to file an extension?

Company Structure

State and Date of Incorporation: _____

Entity Type: _____

S Election Made/Date: _____

EIN#: _____

Date Business Started: _____

List Related Businesses: _____

Revenue Estimate for the Year: _____

Company Owners:

Name & address	Title	SSN	% of time devoted to business	Ownership



Accounting Software: _____

Accounting Method: _____

Please list Bank & Credit Cards used in your business:

Bank: _____

Credit Cards: _____

Payroll Processing Company/Frequency: _____

Do you maintain:

Yes No Separate Client Billing System?

Yes No Inventory/POS System?

Yes No Do you accept Credit Cards?

Yes No Do you have Sales Tax Reporting requirements?

Yes No Do you conduct business in other states?

Employees & Contractors:

Yes No Do you pay any company/individual more than \$600 for services?

Yes No Do you have employees in other states?

If you have employees, do you offer:

Yes No Health Insurance?

Yes No Retirement Plan?

Notes: _____

Client Signature/Date

For Internal Use

Tax	Payroll/Sales Tax
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- 1040 Sch C
- 1065
- 1120
- 1120S
- 1099 – C
- 1099 – DIV
- 1099 – MISC
- TX Franchise – Annual
- S Corporation Election
- Any other state returns: _____

- 940
- 941 1st ___ 2nd ___ 3rd ___ 4th ___
- TWC 1st ___ 2nd ___ 3rd ___ 4th ___
- 1099 - INT
- W-2s
- Imputed Income Calculation
- Sales Tax
Frequency: _____

Accounting	Administrative
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- QB Set-up
- QB Training
- Write Up – In-house
- Trial Balance / Transaction Detail
Frequency: _____
- Preparation
Frequency: _____
- Other _____

- Business Engagement Letter (ZENGLTR)
- Year End Planning

Client Set-up

- SS4 Articles of Incorporation Received
- New Business Client Info Form Received
- Tax Engagement Letter?
- Payroll Engagement Letter?
- Write-up / Preparation Engagement Letter?

Updated (Initial/Date)	Letters (Initial/Date)	Quotes/Fees Discussed
I-Time _____ CCH _____ Review _____	Welcome _____ Thank you _____	