**Business Client Information Sheet**

# General Client Information:

Client Legal Name:

Client Address:

City, State, Zip:

Local Phone: Fax: E-Mail:

Federal ID #: Web Site:

Entity Type: Year End:

Type of Business:

Other Locations:

Incorporation Date (Provide Copy of Approval):

S Corporation Approval Date (Provide IRS Approval Letter):

Referral Source: # of Employees: Union?

Contact: Bookkeeper:

Attourney: Phone: Fax:

Bank: Officer: Phone:

Owners Names: # of Shares: Owners Names: # of Shares: Owners Names: # of Shares: Owners Names: # of Shares: Owners Names: # of Shares:

Family Relationship Descriptions:

Related Parties or Businesses:

# Additional Accounting/Other Services Desired

# 

**Description of Service:** *Yes No*

|  |  |  |  |
| --- | --- | --- | --- |
| Enter client source documents in our software. |  |  |  |
| Balance Bank Accounts. |  |  |  |
| Summarize sales activity. |  |  |  |
| Other bookkeeping services. |  |  |  |
| Prepare adjusting entries for financial statements. |  |  |  |
| Prepare closing entries for client. |  |  |  |
| Prepare bonding schedules. |  |  |  |
| Prepare monthly financials. |  |  |  |
| Prepare Quarterly/Semi-Annual financials. |  |  |  |
| Prepare Annual financials. |  |  |  |
| Prepare Business tax returns. |  |  |  |
| Prepare Owners’ tax returns. |  |  |  |
| Prepare live payroll. |  |  |  |
| Prepare quarterly payroll returns. |  |  |  |
| Prepare sales tax returns. |  |  |  |
| Prepare personal property tax returns. |  |  |  |
| Estate planning for owners. |  |  |  |
| Business valuation for estate planning or buy/sell agreements. |  |  |  |
| Financial planning for owners. |  |  |  |
| Tax planning for entity. |  |  |  |
| Tax planning for owners. |  |  |  |
| **Cash Flow Generator Program** |  |  |  |
| Pension Plan returns or Establishment |  |  |  |
| Personal Financial statements. |  |  |  |
| Budgets or forecasts. |  |  |  |
| Accounting software consultation. |  |  |  |
| Accounting software training. |  |  |  |
| Upgrade reporting for future credit needs. |  |  |  |
| Employee Benefit Plan Setup |  |  |  |
| Web Site Design |  |  |  |
| Web Site Hosting |  |  |  |
| Networking |  |  |  |
| Computer Consulting |  |  |  |
| Other: |  |  |  |