



NEW BUSINESS CLIENT ONBOARDING

To better serve you as you transition to our services, there are specific documents and information we will need. Our goal is to make the transition as seamless as possible, so please complete this form in it's entirety.

Business Name as it Appears on Official Documents:

Federal Employer Identification Number (EIN):

State ID (if applicable):

What state(s) do you do business in?

Circle all that apply: S-Corporation C-Corporation LLC Sole-Proprietor

Preferred point of contact and their contact information:

Please provide the official business address, phone number, and email address:

What date was the business formed?

Please provide the first and last name and contact information for each shareholder. It is fine to attach this separately.

PLEASE SELECT ALL OF THE SERVICES YOU WISH TO ENGAGE OUR FIRM IN, PER THE ENGAGEMENT AGREEMENT:

- ☐ Bookkeeping
- ☐ Payroll - including payment of payroll tax deposits and quarterly payroll returns
- ☐ Sales Tax Filing
- ☐ Annual Tax Returns
- ☐ Other (please specify): _____

Please provide the name and contact information for your previous accountant:

For Payroll Clients:

How many employees do you have on payroll? _____

What payroll software or system have you used up until this point? _____

Please attach a spreadsheet or list with the following information for every employee

- First and last name
- Address
- Social Security Number
- Pay rate or salary
- Any additional withholding information (e.g. retirement contributions, health insurance, child support, etc.)

Please also provide a completed W-4 for each employee

Do you have sub-contractors which we will be paying? YES NO

- If so, please provide the same information as above, except a W-9 instead of W-4

Please provide the bank account information which payroll will be paid from:

Bank: _____

Routing Number: _____

Account Number: _____

Please provide the following:

- Login information for the Federal Tax Deposit website (EFTPS)
- Login information for the State tax payment portal
- Login information for the Payroll system or software
- Login information for the Above bank account
- Copies of the previous four quarters of payroll tax returns (federal and state)

For Bookkeeping Clients:

What bookkeeping software have you used up until this point? _____

Through what date are your books reconciled? _____

How many bank accounts does the business use? _____

How many credit cards does the business use? _____

How are invoices and bill payment handled? _____

Does your business keep inventory? If yes, how do you track it? _____

Are there specific bookkeeping needs in your industry or which you require? _____

Please provide the following:

- Login information for existing bookkeeping software or services
- Login information for any bank accounts or credit cards
 - For two-factor authentication, please discuss adding one of our numbers for efficiency
- The most recent annual Profit & Loss statement
- The most recent Balance Sheet

For Sales Tax Clients:

What sales tax schedule are you currently on? Monthly Quarterly Annually

What is your average monthly sales for which sales tax is applicable? _____

Do you collect sales tax/include sales tax in your invoices? YES NO

Please list all states in which you pay sales tax: _____

How do you keep track of taxable sales currently? _____

Please provide the following:

- State sales tax login information
- Any bookkeeping software or system login needed to generate sales tax reports
- Bank account information for account paying sales tax
- A copy of the four most recently filed sales tax returns

For Tax Clients:

Are you up to date with your business tax filings? YES NO

- If not, when was the last time you filed? _____

Are you up to date with your personal tax filings? YES NO

- If not, when was the last time you filed? _____

Do you typically pay quarterly estimated tax payments? YES NO

Please provide the following:

- A copy of the most recently filed business tax return
- Copies of the most recently filed personal tax returns for shareholders who's returns we will be preparing
- Bank account information to receive refunds or pay amounts owed