

***AFFORDABLE*** Bookkeeping, Accounting & Tax Services



**Small Business – New Client Intake Form**

**Contact Information**

Company Name (please print)

\_\_\_\_\_

**Location: Billing Address/Primary Company Address**

Address:

\_\_\_\_\_

City/State/Zip:

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Business Contacts:**

Primary Contact 1: \_\_\_\_\_ Direct Line/Ext \_\_\_\_\_

Position/Title: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Primary Contact 2: \_\_\_\_\_ Direct Line/Ext \_\_\_\_\_

Position/Title: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Accounting/Bookkeeping Contact at Company

\_\_\_\_\_

Direct Line/Ext.: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Website \_\_\_\_\_

## Company Information:

Last Month of Tax Year (e.g., Dec)? \_\_\_\_\_

Tax Type: C-Corp S-Corp LLC Partnership Schedule C 501(c)3

Other: \_\_\_\_\_

On which basis do you file your tax return? (Circle One) Accrual Cash Not Sure

## Owner Information:

Owner 1: \_\_\_\_\_ % Ownership \_\_\_\_\_

Owner 2: \_\_\_\_\_ % Ownership \_\_\_\_\_

Owner 3: \_\_\_\_\_ % Ownership \_\_\_\_\_

What is your industry? \_\_\_\_\_

## Income Tax Return History

As of the date of this interview, has your company filed all income tax returns to the IRS and all applicable states? \_\_\_\_\_

If no, please list each taxing authority and the tax year involved:

Authority: \_\_\_\_\_ Fiscal Year End \_\_\_\_\_

Authority: \_\_\_\_\_ Fiscal Year End \_\_\_\_\_

Authority: \_\_\_\_\_ Fiscal Year End \_\_\_\_\_

## QuickBooks

We currently use QB to record financial transactions for our business Yes\_\_\_\_\_ No\_\_\_\_\_

## Payroll Preparation

**Skip this section if you do not have any employees, including the owner.**

How many employees do you have? \_\_\_\_\_

How many employees are salaried? \_\_\_\_\_

How many employees are paid hourly wages? \_\_\_\_\_

**Circle one in each question below**

Do you need to track overtime wages for your employees? Yes No

Do you have a dedicated checking account for payroll? Yes No

How do you currently process your payroll? (Check One)

- I prepare payroll myself by hand
- I prepare payroll myself using QuickBooks
- I prepare payroll myself using software other than QuickBooks  
(Please Specify)

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I prepare payroll using the QuickBooks Assisted Payroll Service

I outsource my payroll to a payroll service  
(Please Specify)

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## Sales and Customer Information

What is your approximate annual revenue? \_\_\_\_\_

Approximately how many sales transactions do you complete per year? \_\_\_\_\_

What is your approximate average income per sale? \_\_\_\_\_

Do you send invoices to your customers/clients?            Yes   No   Some (% \_\_\_\_\_)

Do you bill customers/clients in phases for long term projects/jobs (i.e., Progress Bill)?  
Yes   No

Do you receive payment at the time services/products are delivered to your customers/clients?  
Yes   No   Some (% \_\_\_\_\_)

Do you pay sales-based commissions? (Circle One)    Yes   No

Do you accept credit cards?                                    Yes   No

If yes, how do you process credit cards?

*QuickBooks*

*QuickBooks Point of Sale*

*Other Merchant Service*

Yes   No

## Sales Tax Information

**Note:** *If you do not collect sales tax, please skip this section.*

Please list all counties for which you collect Sales Tax:

- I have more than 10 states/counties for which I collect sales tax. A list is attached to this interview.
- I have 10 or fewer states/counties for which I collect sales tax. The agencies are listed below (include state references if states are different than your primary company address).

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How do you process sales tax returns? (Check One)

I prepare sales tax returns by hand, within the Company

My CPA/Tax Preparer prepares my sales tax returns

I use a contract bookkeeper or bookkeeping service for sales tax return preparation

Other (Please Specify) \_\_\_\_\_

**Where applicable, circle one in each question below**

As of the date of this interview, have you filed all sales tax returns and paid all sales taxes for the past 24 months correctly and on time? (Circle One)    Yes   No   *I'm Not Sure*

If no, please list which agencies and which calendar months/quarters are involved. If you received notices from any sales tax agencies, please attach all notices for unresolved issues to this interview. Use the back of this page if more than three sales tax agencies are involved.

Agency (City, County, or State):

\_\_\_\_\_  
Month/Year \_\_\_\_\_ Notice Received?      Yes      No

.....

Agency (City, County, or State):

\_\_\_\_\_  
Month/Year \_\_\_\_\_ Notice Received?      Yes      No

.....

Agency (City, County, or State):

\_\_\_\_\_  
Month/Year \_\_\_\_\_ Notice Received?      Yes      No

**Miscellaneous QuickBooks Information**

How many checking accounts do you have? \_\_\_\_\_

Do you enter/intend to enter bills into QuickBooks to pay later or to enter/print checks without first entering the bill? Note: If you file your tax return on the accrual basis you should enter the bills into QuickBooks as they arrive. (Circle One)      Yes      No

Do you pay 1099 vendors (contractors)? (Circle One)      Yes      No

If yes, approximately how many contractors each calendar year? \_\_\_\_\_

I would like to discuss the following "special" issues with Moshe Klein & Associates, Ltd:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Person completing this form (print name)

\_\_\_\_\_  
Date this form was completed