

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)

I prepare payroll using the QuickBooks Assisted Payroll Service

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

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).

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

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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