**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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  |  |  |
| --- | --- | --- |
|  | ***Additional Accounting/Other Services Desired :*** | Page 2 of 2 |
|  | **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: |  |  |  |  |

John W. Chain, CPA, APC