



## Bookkeeping Questionnaire

### General Information

Client Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Are you currently using accounting software (Quickbooks Desktop/Online, Wave, Xero etc)?  Yes

No

If "yes", please list the software's name : \_\_\_\_\_

How often will you require a complete set of financial statements (Profit & Loss, Balance Sheet, General Ledger)? \_\_\_\_\_

### Document Checklist

*Please provide us with the applicable requested documents below.*

- Your last previously filed 1040 tax return
- Your last previously filed business tax return(s)
- Year to date financial statements (Profit & Loss, Balance Sheet, General Ledger)
- Business bank, brokerage and credit card statements for the past three months
- Any additional statements/receipts for income and expense items that are not included in the bank and credit card statements (e.g. inventory, investment reports, property management reports for rental real estate)

### Business Information

Business Name \_\_\_\_\_

Registered State \_\_\_\_\_ Business Type \_\_\_\_\_ Date of Organization \_\_\_\_\_

Business Activity \_\_\_\_\_

