



Accounting • Bookkeeping • Tax Services

### ***CONSULTATION & BOOKKEEPING REQUEST***

Thank you for contacting us. We specialize in accounting and bookkeeping for small businesses and we look forward to getting to know your business. To help us get started, please fill out this form and return it to us so that we can best direct our services to meet your needs.

#### ***TELL US ABOUT YOUR BUSINESS:***

Legal Company Name:

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Contact Person(s):

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Position/Title:

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Street Address:

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City, Province, Postal Code:

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Phone:

Fax:

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E-mail for contact person:

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Web-site:

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#### ***DESCRIBE YOUR BUSINESS AND OPERATING ACTIVITIES:***

Is your business a:

New Business

Existing Business

Are you a:

Sole Proprietor

Partnership (Proprietor)

Limited Company

Incorporated Company

Months/Years in Business:

\_\_\_\_\_

Fiscal Year-End Date:

\_\_\_\_\_

Last Year-End completed was:

\_\_\_\_\_

Last Year-End completed by:

\_\_\_\_\_

Month/Year of latest posted transactions:

\_\_\_\_\_

Month/Year of last completed tax return:

\_\_\_\_\_

Who is your current/previous accountant?

\_\_\_\_\_

Who is your previous bookkeeper?

\_\_\_\_\_

Reason for leaving previous bookkeeper:

\_\_\_\_\_

How did you hear about us?

\_\_\_\_\_

***PLEASE INDICATE WHICH SERVICES YOU THINK YOUR BUSINESS NEEDS:***

- Business Start-up
- Financial Organization
- Bookkeeping Services
- Tracking Accounts Receivables and/or Payables
- Bank Reconciliations
- HST Remittances
- Inventory Control
- Cash Flow Management
- Special Report Requirements
- Payroll Support
- Year End Tax Return and Financial Statements
- Other:

Number of Employees: \_\_\_\_\_

\_\_\_\_\_

***BANKING***

Do you have a business bank account:  Yes  No

If you have more than one, please explain:

Please list any automatic transactions that are posted monthly:

IE – loan pymts, tax installments, utility bills, etc.

We can discuss this at a later time (TBD)

Do you have a business credit card:  Yes  No

If you have more than one, please explain:

Please list any automatic transactions that are posted monthly:

As above - TBD

**HOW ARE YOUR SALES HANDLED?**

Accounts Receivable       Customer Invoices Issued

Post Journal Entries Daily

Post Journal Entries Weekly

Post Journal Entries Monthly

POS/Cash Register       Post Journal Entries Daily

Post Journal Entries Weekly

Post Journal Entries Monthly

Sales broken into categories?       Yes       No

Is HST charged on sales?       Yes       No

Are you registered for HST?       Yes       No

HST #:

HST is filed:       Monthly       Quarterly       Annually

HST Remittances Current:       Yes       No

If no, please provide details:

**HOW ARE YOUR EXPENSES HANDLED?**

Do you pay your invoices by: (check all that apply)

- Cheque     Credit Card     Debit     Cash     Shareholder (personally)

How would you prefer to have your vendor receipts posted:

- Journal Entry:     Per receipt    OR     Monthly     Accts. Payable per Vendor

Would you like a list of your expense accounts so you can pre-code all of your payables?

- Yes     No

**OTHER CONSIDERATIONS**

- Business Use of Vehicle     Record all auto expenses, adjust at Year-End
- Record \_\_\_\_\_ % of expenses/HST (balance to shareholders loan)
- Record no expenses until Year-End

- Business Use of Home     Record all home expenses, adjustments made at Year-End
- Record \_\_\_\_\_ % of expenses/HST (balance to shareholders loan)
- Record no expenses until Year-End

- Software to be used: \_\_\_\_\_     Access to file / data provided?
- \_\_\_\_\_

**PAYROLL**

Who is doing the payroll processing?  Client  K&A  External payroll service

Does your company hire:  Employees  Sub-Contractors

Number of employees:

Payroll Type:  Hourly  Salary  Commission

Payroll Frequency:

Weekly  Bi-Weekly  15<sup>th</sup>/30<sup>th</sup>  Monthly  Advances

Payroll Payable:

Same Day  1 Day  2 Days  5 Days  Other

Do you have a benefits plan?  Yes  No

Vacation Payable:  Retained  Paid out

Do your employees ever work overtime?  Yes  No

If yes, please provide details:

Compensation for Overtime:  Time & ½  Banked Hours  Averaging Agreement

Client will provide timesheets by:  E-mail  Timekeeping Software Access

Payroll Remittances Filed:

Accelerated (5<sup>th</sup> & 10<sup>th</sup>)  Monthly BY:  K & A  Customer  External

Payroll Remittances Current:  Yes  No

If no, please provide details:

**PAYROLL CONT'D**

Workplace Safety and Insurance Board (WSIB) Account #: \_\_\_\_\_

WSIB filed by:             K & A     Customer

WSIB Filing Frequency:    Monthly    Quarterly

WSIB Current:             Yes         No

If no, please provide details:

T4's to be completed by K & A:    Yes         No

T5018's to be completed by K & A:  Yes         No

TD1 forms are current and included for each employee:    Yes         No

Payroll Notes:

***HOW WE WILL WORK TOGETHER:***

Reports / Reviews to be issued:

Monthly  Quarterly  Semi-Annually  Annually

Paperwork and data files:

Client drops off  Online / Paperless

Bookkeeping files to be kept at:

KA Office

Customer Office

***PLEASE DESCRIBE ADDITIONAL REQUIREMENTS YOU MAY HAVE:***

***NAME THREE AREAS IN WHICH YOUR CURRENT BOOKKEEPING REQUIRES IMPROVEMENT:***

***IS THERE ANYTHING ELSE WE SHOULD KNOW ABOUT YOUR BUSINESS?***

***WHEN WOULD YOU LIKE TO GET STARTED?***