

DATE: _____

Debits n' Credits
NEW BUSINESS CLIENT INTAKE/TAX DEMOGRAPHICS

Company Name: _____ **Type (circle one):** Sole SMLLC LLC Partner C Corp S Corp **Other:** _____

DBA Name, if Any? _____

EIN: _____ **State TIN:** _____

Date Incorporated: _____ **Election of Scorp** _____

Product or Service: _____ **State of Incorporation:** _____ **Cash** **Accrual**

Circle one

Owner's Name(s) (If more than two please use additional sheets)

_____ **Title:** _____

Social Security Number: _____ **BirthDate:** _____

Owner Address (Street, City, State, Zip): _____

Owner's Name _____

Title: _____

Social Security Number: _____ **BirthDate:** _____

Owner Address (Street, City, State, Zip): _____

Owner's Name _____

Title: _____

Social Security Number: _____ **BirthDate:** _____

Owner Address (Street, City, State, Zip): _____

Company Address (Street, City, State, Zip), if different: _____

Phone Number: _____

Business: _____

Cell: _____

Email: _____

QuickBooks Password: _____

Do you need to set up your Coporation?	Yes	No			
Do you need an EIN?	Yes	No			
Do you have a payroll processor?	Yes	No			
Pay period? (Circle all that apply)	Weekly	Bi-Weekly	Semi-Monthly	Monthly	
How many employees?					
Do you Charge Sales Tax? FAB? Mixed Bev	Sales:	Yes	No	FAB/Mixed Bev	Yes No

DATE: _____

FOR OFFICE USE ONLY:	Prepared/ Sent	Signed or Completed	Uploaded to ATOM
Copies of 2 years Tax Returns?			
Engagement Letter			
ACH Authorization			
INBIZ/ACCESS IN Username and Password?			
Corporation Created			
Articles of Organization/Incorporation			
EIN Applied for?			
Form 2553			
Corporate Docs (for new corps)			
EFTPS Received/Applied for?			
Form 8655			
BT-1 Application:			
IN Withholding ID			
IN/TX Sales Tax ID			
IN/TX FAB or Mixed Beverage			
POA Added to INTIME/Comptroller			
IDWD/TWC Received/Applied For?			
Added to UPLINK/TWC (Most Current UC-1 Received)			
Bank Accounts Information Received?			
Online Access obtained?			
QuickBooks Created/QuickBooks File Received?			
QuickBooks PW/QBO Access received?			
WEBFILE ID for Franchise Tax:			
ADP OTTO Started?			
8821 Created and Sent to IRS?			

