

Client / Business Name

Date

1. Business Entity Type

- ☐ Sole Proprietorship
- ☐ LLC (Single Member)
- ☐ LLC (Multi-Member)
- ☐ S-Corporation
- ☐ C-Corporation
- ☐ Partnership / Other

2. Taxes Filed Last (Tax Year)

- ☐ 2025
- ☐ 2024
- ☐ Never Filed
- ☐ Earlier:

3. Financial Accounts (Bank, CC, PayPal, Loans, Leases)

List active accounts used for business:

4. Invoicing (How Invoices Are Prepared & Paid)

Software / Method used:

- ☐ How clients pay:
- ☐ Credit Card
- ☐ ACH/Bank Transfer
- ☐ Check
- ☐ Cash

5. Bill Payment (How Bills Are Paid)

Software / Method used:

- ☐ Payment methods:
- ☐ Business Credit Card
- ☐ Online Bill Pay
- ☐ Check

6. Payroll Details

- ☐ Employees / contractors?
- ☐ Yes
- ☐ No

Current Payroll Provider (Gusto, QuickBooks, ADP):

- ☐ W-2 Employees:
- ☐ 1099 Contractors:

7. Inventory

- ☐ Do you track inventory?
- ☐ Yes
- ☐ No

If yes, how is it tracked?

8. Sales Tax

- ☐ Required to collect & remit sales tax?
- ☐ Yes
- ☐ No

States / Filing Frequency:

9. Reason for Bookkeeping Change

Why are you looking for new bookkeeping support at this time?