

NEW CLIENT INFORMATION REQUEST

General business information

Confirmation of Federal I.D. number

Confirmation of State I.D. numbers

If S-Corporation confirmation of S-election

Entity formation information

Corporation

Articles of incorporation

By-laws

LLC

Articles of organization

Operating agreement

Attorneys name and contact information

Business tax returns

Copies of the last two or three business tax returns filed

Depreciation schedule

Copies of current year's payroll & sales tax returns

A . 941

B . State unemployment

C . State withholding

D. Sales tax

E . Account access information for various agencies

1 . Account numbers

2 . User names

3 . Passwords

Copy of last personal property tax return filed

Accounting

Check stubs for all accounts current year

Bank statements for all accounts for current year

Cash payouts for current year

Breakdown for all deposits for current year