

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