



**Prospective Client Proposal Information Request- Tax & Accounting Services**

**Prospect Information**

Contact Name:  Contact Phone:

Business Name:

Address:

Email Address:

Decision Maker(s) Name:

Activities of the Organization:

Year Formed  Entity Type:

Current CPA:

Referred By:

Relation to an Existing Client?

**Accounting Services Scope of Work Inquiries (Mark 'Y' or 'N' as applicable)**

Item	Question	Y	N	Response
<b>GENERAL ACCOUNTING INFORMATION</b>				
1	Please list the number of bank accounts you maintain.			
2	Please list the number of credit card accounts you maintain.			
3	Please list the number of merchant processing accounts you maintain.			
4	Do you maintain investment accounts? If so, how many?			
5	Do you own property and equipment? If so, will you need us to maintain fixed asset schedules and record depreciation?			
6	Do you have loans and other liabilities? Please list all loan and liability types (including lines of credit/ notes etc.)			

7	What are your average monthly transactions (estimated)?			
8	What is your estimated annual budgeted revenues?			
9	What is your current and preferred accounting system? (Our expertise is with QuickBooks Online)			
10	Who is currently performing accounting services and why are you looking to change services?			
	<b>TYPES OF ACCOUNTING SERVICES REQUESTED</b>			
11	Will you need bill payment services? If so, what is the average monthly volume of bill payments currently?			
12	Will you need us to create/send invoices on your behalf? If so, what is the average monthly volume of invoices you will be sending out to customers? What system do you use to invoice customers?			
13	Will you need payroll assistance? Please describe and list your payroll provider. (We do not offer regular payroll processing services)			
14	Do you have departments, subsidiaries, or other locations / divisions? If so, do you require that we classify transactions by location/department? If so, how many locations and departments will need to be tracked separately? Please describe.			
15	Do you receive grants with reporting requirements? Will you require us to record transactions and classify them to specific grants? Will you require assistance with grant reporting? Please describe.			
16	Will you need assistance to create and monitor or track budgets? Please describe.			
17	Will you need assistance to create cash flow projections? If so, how often?			
18	Do you have an external annual review or audit? Do you require pre audit support and assistance with an annual audit? If so, please note if you require a Single Audit.			
19	Will you need us to present reports at board or management meetings? If so, how often?			
20	We typically provide monthly or quarterly basic financial reports as a standard. These include Statement of Financial Position (Balance Sheet) and Statement of Activities (Profit and Loss). Will you require additional reports? If so, please list.			
21	How frequently would you need financial reports (monthly, quarterly)?			
22	Will you require historical cleanup of previous periods? If so, please describe the periods needing cleanup.			

23	Do you require maintenance of any other balance sheet schedules (ie. Prepaids / inventory / other assets and liabilities)? Please describe if so.			
24	Would you like for us to collect W9 forms for new vendors throughout the year on your behalf?			
25	Would you like for us to prepare 1099s for the current calendar year when they are due in January of the following year?			
26	Do any of your team members require training and would you like us to provide any? Please describe if so.			
27	Will you need a preparation of financial statements for third parties (ie lenders)?			
28	Are there any other services you'd like for us to provide to the Organization related to accounting and reporting? Please list			
<b>TYPES OF TAX SERVICES REQUESTED</b>				
29	Would you like proactive tax planning meetings to discuss tax savings strategies and proactive decision-making for your business? If so, do you prefer monthly, quarterly, or annually?			
30	Are you current on all your business tax filings?			
31	Would you like for us to prepare your business income tax return?			
32	Would you like for us to prepare any personal income tax returns? Please explain			
33	Will you need us to prepare sales tax returns? How often do you file if so?			
34	Do you provide services (physically present) or sell goods within other states outside California? Please describe.			

**Document Request Checklist**

If you have not already, could you please provide us with the below information:

- Most recently filed Form 1120 / 1120S or 1065 (whichever applies)
- Most recently completed compilation, review, or audit report (if applies)
- Current year balance sheet and income statement reports through most recently closed month (unless we have access to the accounting system)

**Requested Start Date for Services:** \_\_\_\_\_

**Requested Date to Receive Proposal:** \_\_\_\_\_