



INVESTMENT
PORTFOLIO INNOVATORS
SINCE 2023

Onboarding

NEW CLIENT FORM

WWW.IMPRINT-FINANCIALS.COM

336-316-8679

CALL/TEXT

Time In: _____ Time Out: _____ Business Consultants Initials: _____

Client Information

First Name _____ Last Name _____

Phone _____ Email _____

Preferred Method of Contact _____ How did you hear about us? _____

Total number of business you own _____ Address _____

NCDL/ID _____ Soc. Sec.# _____

Check all services you are interested in

- | | | |
|---|---|---|
| ☐ Bookkeeping | ☐ Consulting | ☐ Tax Strategy |
| ☐ Business Consulting | ☐ Dissolutions | ☐ Tax Consulting |
| ☐ Business Strategy | ☐ Financial Planning | ☐ Notary Agent |
| ☐ Business Loans | ☐ Filing Documents | ☐ Marketing Consulting |
| ☐ Business Income Tax Filing | ☐ Individual Income Tax Filing | ☐ Merchant Services |
| ☐ Business Formations | ☐ Payroll | ☐ _____ |
| ☐ Sales Tax | ☐ Sales Tax | ☐ _____ |
| ☐ City License | ☐ Secretary of State Filing | |

Business Information

Business Name _____

Business Address _____

Date company was created _____

Industry _____

Number of store locations _____

Entity Type:

- | | | |
|---|--|---|
| ☐ C-Corp (1120) | ☐ S-Corp (1120S) | ☐ Nonprofit (990N) |
| ☐ Single Member LLC (1040) | ☐ Multi Member LLC (1065) | ☐ Partnership / LLP (1065) |

Client Signature: _____ Date: _____

Free 30 minute initial consultation for New Clients!

1Hr Consulting at \$200 per hour consulting sessions are structured in 1 hour intervals. Should a session run longer than 1 hour clients are expected to pay for the extra time beyond the initial 1 hr at the end of the consultation. Same day or emergency appointments may be available for an additional fee.

Thank you for your cooperation.

Accounting Onboarding

Bookkeeping Questionnaire

Are you currently doing bookkeeping?

What software are you currently using?

When was the last time your accounts were reconciled?

How often do you need financial statements?

When would you like to start bookkeeping?

Number of locations:

Do you operate on a calendar or fiscal year?

Do you intermingle personal and business accounts?

List number of accounts for bookkeeping and the average transactions for each:

Bookkeeping Checklist

- | | |
|---|---|
| ☐ Sign contract | ☐ Set up accounting software |
| ☐ Pay initial expenses | ☐ Set up accountant login for banking websites |
| ☐ Provide previous years income tax return | ☐ Schedule an introduction with accountant |
| ☐ Provide most recent financials | ☐ Review billing schedule |
| ☐ Provide year to date bank statements | |

Accounting Onboarding

Sales Tax Questionnaire

What is your sales tax filing frequency?

What is your sales tax payment frequency?

When was the last time your sales tax return was filed?

In which states do you conduct business?

Are you currently registered for sales tax in the state(s) you conduct business?

How do you generate sales tax reports?

Number of locations:

Check if you sell any of the following or if they apply to you:

- | | | | |
|---------------------------------------|--|-----------------------------------|----------------------------------|
| ☐ Whole seller | ☐ Food | ☐ Car wash | ☐ Alcohol |
| ☐ E-Cigarettes | ☐ Cigarette & Tobacco | ☐ Cannabis | |

Sales Tax Checklist

- | | |
|---|---|
| ☐ Sign contract | ☐ Connect NCDOR state portal for sales tax filings |
| ☐ Pay initial expenses | ☐ Schedule an introduction with Team/Accountant |
| ☐ Provide previous years income tax return | ☐ Review billing schedule |
| ☐ Set up sales report logins | |

Accounting Onboarding

Payroll Questionnaire

How many employees do you have?

What is your payroll frequency?

When do you pay payroll tax?

Are you up to date and compliant with your payroll taxes?

When would you like to start payroll? Will this be the first payroll of the year?

Do you provide vacation benefits?

Do you offer a retirement plan? (In some states it is legally required)

Payroll Checklist

- | | |
|---|--|
| ☐ Sign contract | ☐ Provide employee information |
| ☐ Pay initial expenses | ☐ Provide completed W4s for all employees |
| ☐ Provide previous years income tax return | ☐ Provide completed I9s for all employees |
| ☐ Provide year to date payroll reports | ☐ Provide employee direct deposit information |
| ☐ Provide business banking information for direct deposit and payroll tax payments | ☐ Schedule an introduction with accountant |
| | ☐ Review billing schedule |
| ☐ Referred by: _____ | |