

2023 Business Client Intake

Date _____

Bob

Jason



-You are required to provide us with EIN Letter, Articles of Incorporation, and up to date Operating Agreements for all business returns we prepare.

-It is VERY important that you update our office of any changes to your business during the tax year. AND you are required to file updated Beneficial Ownership Reports for any ownership changes.

-In order to protect your information please return this completed form to a member of the Management Accounting team, or upload it to your SmartVault client portal folder for this business. DO NOT EMAIL THIS FORM as it is not a secure way to share sensitive information.

Legal Business Name: _____ Employer ID Number: _____

DBA (if Applicable): _____ Business Phone: _____

What year was your business established? _____ What is the nature of your business? _____

Business Address: _____ City: _____ State: _____ Zip: _____

Primary Contact: _____ Title: _____

Primary Contact Phone: _____ Email: _____

Are you required to send 1099's? No Yes Have you sent 1099's for the 2023 tax year? No Yes

Would you like Management Accounting to assist in preparing and sending your 1099's? No Yes

What is your filing status?

1120S (SCorp)

1120 (CCorp)

1120H (HOA)

1065 (LLC/Partnership)

990 (Non-Profit)

1040 (Schedule C)

Not Sure

Which state returns are you required to send in addition to your federal return:

Does your business use a bookkeeper? No Yes

Name of Bookkeeper: _____

Phone: _____

Email: _____

Does your business use a bookkeeping software?

No Yes, Desktop or Online? _____

Name of Software: _____

Have your 2023 books been reconciled? No Yes

BE SURE TO INFORM THE OFFICE WHEN BOOKS ARE RECONCILED

Total number of W2, employees on payroll? _____

Are any owners on payroll? No Yes

Payroll Company: _____

If the business purchased or sold any fixed assets, made any distributions or draws be sure to provide us with the dates and details of these transactions.

IMPORTANT

We require up to date ownership information every year for your business. Please provide those details on the next pages of this form.

Signature: _____ Date: _____

By signing, client indicates that all information provided is accurate and has agreed to Management Accounting's Engagement Policies. *Engagement Letter is available on the SmartVault client portal or can be provided upon request.

Ownership Information Summary



Business Name: _____

Starting January 1, 2024, many companies will be required to report information to the U.S. government about who ultimately owns and controls them. This new report is called the Beneficial Ownership Information report and it is filed with FinCEN (the Financial Crimes Enforcement Network that is part of the U.S. Treasury Department). Businesses formed before 1/1/24 have 1-year to file. Businesses formed in 2024 have 90 days to file. Businesses formed after 2024 have 30 days to file.

1. Has your business filed your initial Beneficial Ownership Information Report? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure If Yes, have there been any changes in ownership or structure since you last filed the BOI Report? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
2. Would you like Management Accounting to prepare & file your new or revised report for a fee of \$75? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If you would like us to prepare and file this form for you in addition to completing the information below you will also need to provide us with driver's license or passport number, image of driver's license or passport are required for each owner that owns 25% or more of the company.</i>

Name of Owner: _____ **Ownership Percentage:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Contact Phone: _____ **Email:** _____
Social Security Number: _____ **DOB:** _____ (only needed if we are filing BOI Report)
Driver's License or Passport #: _____ (only needed if we are filing BOI Report, and you must provide image of ID used)

Name of Owner: _____ **Ownership Percentage:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Contact Phone: _____ **Email:** _____
Social Security Number: _____ **DOB:** _____ (only needed if we are filing BOI Report)
Driver's License or Passport #: _____ (only needed if we are filing BOI Report, and you must provide image of ID used)

Name of Owner: _____ **Ownership Percentage:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Contact Phone: _____ **Email:** _____
Social Security Number: _____ **DOB:** _____ (only needed if we are filing BOI Report)
Driver's License or Passport #: _____ (only needed if we are filing BOI Report, and you must provide image of ID used)

Name of Owner: _____ **Ownership Percentage:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Contact Phone: _____ **Email:** _____
Social Security Number: _____ **DOB:** _____ (only needed if we are filing BOI Report)
Driver's License or Passport #: _____ (only needed if we are filing BOI Report, and you must provide image of ID used)

Use next page to provide information for additional owners.

Signature: _____ Date: _____ By signing as a representative of the business you attest that all information provided is correct and up-to-date. Also, if you answered 'yes' on question #2 above your signature authorizes Management Accounting to file your BOIR for you.
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Ownership Information Summary-Cont'd



Business Name: _____

Name of Owner: _____ **Ownership Percentage:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Contact Phone: _____ **Email:** _____

Social Security Number: _____ **DOB:** _____ (only needed if we are filing BOI Report)

Driver's License or Passport #: _____ (only needed if we are filing BOI Report, and you must provide image of ID used)

Name of Owner: _____ **Ownership Percentage:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Contact Phone: _____ **Email:** _____

Social Security Number: _____ **DOB:** _____ (only needed if we are filing BOI Report)

Driver's License or Passport #: _____ (only needed if we are filing BOI Report, and you must provide image of ID used)

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