

New Client Information Sheet

Understanding the New Client Requirements

Client Task List	Details	✓/x
Client Details		
Business Name		
Business Owners/Directors		
Type of Business/Industry		
Contact Details	Main Contact: _____ Phone: _____ Email: _____ Website: www. _____ Address: _____	
Accountant		
Software Used Software Ownership	Sage / Xero / Intuit / FreshBooks / Other _____ Purchases / Subscription	
Bookkeeper Requirements		
Frequency	Daily / Weekly / Monthly / Quarterly / Annually	
Where	Remote / Onsite	
Bookkeeper Tasks		
Enter Sales Invoices	Weekly / Monthly	
Enter Suppliers Invoices	Weekly / Monthly	
Payroll	Frequency W/F/M and Number of Employees _____	
Timesheets	Yes / No	
Inventory	Yes / No	
Banking, Feeds, Reconciliations	No. Banks _____ / Credit Cards _____ / Other _____	
Bookkeeper Record	Yes / No	
Other		

Client Registration Details		
Sales tax Registration	Cash / Accrual	
Bookkeeper record Frequency	Monthly / Quarterly / Annually	
Payroll Withholding Frequency	Monthly / Quarterly	
FUTA or SUTA	Yes - Rate or Amount	
Fringe Benefits	Yes - Rate or Amount	
Payroll Tax	Yes / No	
Fuel Tax	Yes / No	
Nexus	Yes / No	
Client Requirements		
Monthly Reports		
Annual Reports		
Additional Tasks		
Other		
Accountant Requirements		
Reports		
EOY		
Other		
Other Notes		
Private %		
Directors Drawings		
Leases		
Other		