

New Business Client Questionnaire

Date: _____

Business Name: _____

Your Name _____

1. Has tax identification number been applied for and/or assigned by the IRS?
 Yes No If yes, we need a copy of the IRS letter assigning the EIN number.

2. Has Michigan registration for sales tax, use tax, withholding tax been done?
 Yes No If yes, we need a copy of the registration number(s).

3. Is the business located inside any city limits? Yes No

Name of the City _____

4. Are there employees? Yes How many? _____ No

5. Has a DBA (doing business as) been issued? Yes No
If yes, we need a copy of it.

6. Are you using any software to keep track of your business? Yes No
If yes, what brand and year?

7. What are the services you want Hawkins Accounting provide for you?

8. How did you hear about Hawkins Accounting?

Signature

Date