

*Congratulations for having the courage to start your own business. You are contributing to the success of our economy. **It has been estimated that** small businesses employ **58%** of the American workforce and produce 40% of the gross national product. What you are doing is not only pursuing your dream, it is an inspiration to all of us. Small business is one of our best tools for maintaining a strong middle class, and that's the secret to the success of our democracy. Our mission is to help you build a firm fiscal foundation for success. We look forward to working with you!*

[Please save this PDF document to your computer and type in your answers in the areas provided. When completed, please email it to info@fiscalfoundations.com or fax it to us at 952-888-4969]

COMPANY INFORMATION

Company dba name:

Street _____ City _____ State _____ Zip _____

Phone number:

Fax number:

Email address:

Website:

Company legal name:

Company legal address:

Street _____ City _____ State _____ Zip _____

First month of fiscal year:

First month of tax year:

Type of business entity: C-Corporation S-Corporation Partnership Sole Proprietor

Non-Profit LLC- Single Member LLC-Multi Member

Income tax form used: 1040-Schedule C (Sole-Proprietor) 1120 (C-Corporation)

1120S (S-Corporation) 1065 Partnership 990 (Exempt Corporation)

Federal Employer Identification Number (FEIN or EIN):

Contact Information:

Name _____ Title _____ Phone No _____

TELL US ABOUT YOUR BUSINESS

What industry category best describes your business?

Briefly describe your business:

Name the direct costs you will incur to produce/deliver your products or services:

List the standard expenses you will incur to run your business:

Please list the types of insurance coverage that you will carry, or are required to carry:

Name and describe each of the products and/or services you will offer to your customers:

- Name of product or service:

- Item number format if you have or wish to use one. We recommend product names instead of numbers unless you have to order or receive orders with item numbers. (Names are easier to remember):

- Brief description you'd put on a customer invoice:

- Detailed description:

- If you will use Purchase Orders and need a special description for your vendors, you can specify the description you'll put on Purchase Orders and the description you'll put on invoices for your customers:

- Price of product/service (If not a standard price, indicate nonstandard or list the most common price. Prices can be overridden in an Invoice.) If there are various price levels depending upon the type of customer, detail those (Who gets what price under what criteria):

- Describe the potential customers for this product/service (Who are they and why are they buying your product):

- Indicate whether the product/service is taxable in your state (sales tax) and at what rate. If you say "Don't Know", we'll research it for you:

- Where does the sale take place? At your store or office? If product is shipped, the point of sale is the customer's address. The answer to this question determines what sales tax rate should be charged:

EMPLOYEES & PAYROLL

Do you now/will you have employees? Yes No Not Sure

If "Yes", please list Job Title, Hourly or Salary and Payroll Schedule below:

Job Title: _____	Hourly	Salary	Weekly	Bi-Weekly	Semi-Monthly	Monthly
Job Title: _____	Hourly	Salary	Weekly	Bi-Weekly	Semi-Monthly	Monthly
Job Title: _____	Hourly	Salary	Weekly	Bi-Weekly	Semi-Monthly	Monthly
Job Title: _____	Hourly	Salary	Weekly	Bi-Weekly	Semi-Monthly	Monthly
Job Title: _____	Hourly	Salary	Weekly	Bi-Weekly	Semi-Monthly	Monthly

How do you currently/will you handle payroll? QuickBooks Payroll ADP, Paychex, etc. Not Sure

If you will use the QuickBooks® payroll subscription service, do you know which one you need or would you like our recommendation? Yes No Not Sure

If "Yes", which QuickBooks® payroll subscription service will you need?

Will your employees accrue vacation, sick or paid time off (PTO)? Yes No Not Sure
If "Yes", which and at what rate (hours per year or hours per payroll)?

What benefits will you offer? Medical insurance, dental insurance, life or disability insurance, 401(k), 403(b), Simple IRA, flex plan for day care or medical expense, health savings plan, other?

Will any of your employees be subject to Advanced Earned Income Credit or not be subject to standard unemployment taxes or social security or Medicare taxes? (i.e. Ministers are not subject to FICA and Medicare.)

INDEPENDENT CONTRACTORS

Will you use Independent Contractors who may or may not receive a 1099? Yes No Not Sure
If "Yes", please describe the nature of their work for you:

If you can identify one, please list their name, business name, address, phone number, Social Security Number or Federal I.D. number, type of business entity. We'll enter his/her data so you'll have an example of how to enter other 1099 vendors:

Name: _____ Business Name: _____

Company address: _____ City: _____ State: _____ Zip: _____

PRODUCTS & SERVICES

What categories of income would you like to track? Your answer will likely reflect your products or product lines, or possibly different customer types, i.e. wholesale or retail. After we have learned more about your business, we may recommend other or additional categories to you:

Do you need to track income and expenses by any special set of categories such as departments, divisions, branches, locations, etc.? If so, please list them:

Will you have sales reps? Will they be employees or subcontractors? Please list them here (first name, middle initial, last name) and we'll set up the Sales Rep list for you:

Will you be shipping product and if so, by what means? Will you need that information on your invoices?

Will you be doing job costing? If you are in the construction trades, the answer will be yes for sure. If so, what will be the categories of job costs you'll want to track?

Will you be completing multiple jobs for the same customer? Yes No Not Sure

CUSTOMERS & INVOICING

List the names, addresses, phone numbers, email addresses, websites, terms of payment for a few of your customers (if you have established customers already - if you have the customer list in Excel, please attach and e-mail to us)

Name: _____ Address: _____ Phone: _____ E-Mail: _____
Name: _____ Address: _____ Phone: _____ E-Mail: _____
Name: _____ Address: _____ Phone: _____ E-Mail: _____
Name: _____ Address: _____ Phone: _____ E-Mail: _____

VENDORS & BILLS/CHECK PAYMENTS

List the names, addresses, phone numbers, email addresses, websites, terms of payment for a few of your key vendors. (if you have established vendors already - if you have the vendor list in Excel, please attach and e-mail to us)

Name: _____ Address: _____ Phone: _____ E-Mail: _____
Name: _____ Address: _____ Phone: _____ E-Mail: _____
Name: _____ Address: _____ Phone: _____ E-Mail: _____
Name: _____ Address: _____ Phone: _____ E-Mail: _____

QUICKBOOKS ROLES & ADMINISTRATION

How many people will use QuickBooks®? _____

What user names would you like set up for them? (Rather than personal names which can change, you might use functional names like Accounts Payable, Accounts Receivable, Office Manager, Bookkeeper, Owner.)

Every QuickBooks® company file has a default user called "Admin". This is the person in charge of managing the software, setting up company preferences, new users, closing dates, and making structural changes to the file, i.e. key lists or payroll set up:

What password would you like set up for the Administrator? _____

What security question would you like set up for the Administrator?

Security Question: _____ Answer: _____

What information would you like on your invoices? Do you have any format (appearance) preferences or requirements? (Please keep in mind that invoices can now be e-mailed from QuickBooks - please attach a current sample invoice if possible):

If you want a logo included on your invoice, please e-mail us your logo. You can use any standard image file format such as:

- JPEG file format (.jpg file extension)
- GIF file format (.gif file extension)
- Bitmap file format (.bmp file extension)

Note: Bitmaps (.bmp) are slower to redraw, especially if the image file size is over 2 MB. Saving your image as a JPEG file format (.jpg) usually helps reduce the file size.