



# NEW CLIENT INFORMATION

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ EIN: \_\_\_\_\_

Business Code (NAICS): \_\_\_\_\_ Fiscal Year End (MM/DD): \_\_\_\_\_

Total Number of Employees: \_\_\_\_\_ Do you Employ Paid Interns:  Yes  No

Type of Company:  C-Corp  S-Corp  LLC—filing as S-Corp  LLC—filing as Partnership  
 Sole Prop  LLP  P.C.  PLLC  
 Other (please indicate): \_\_\_\_\_

## TRUSTEE(S) [NAME & EMAIL ADDRESS]:

1. \_\_\_\_\_ Email: \_\_\_\_\_

2. \_\_\_\_\_ Email: \_\_\_\_\_

3. \_\_\_\_\_ Email: \_\_\_\_\_

## PRIMARY DAY-TO-DAY CONTACT [PAYROLL, HR, ETC.]

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext.: \_\_\_\_\_



**ACCOUNTS PAYABLE/BILLING CONTACT**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext.: \_\_\_\_\_

**CPA**

Firm Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext.: \_\_\_\_\_

**OWNERSHIP**

Name: \_\_\_\_\_ Percentage: \_\_\_\_\_

Name: \_\_\_\_\_ Percentage: \_\_\_\_\_

Name: \_\_\_\_\_ Percentage: \_\_\_\_\_

Name: \_\_\_\_\_ Percentage: \_\_\_\_\_

Do the Owners/Partners have any family members working for the company?

If so, please list them and their relation:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_



### **OWNERSHIP OF/PARTNERSHIP IN OTHER COMPANIES:**

Do the Owners/Partners own any other companies?  Yes  No

If Yes, please identify as this is required under IRS Controlled Group rules:

Name: \_\_\_\_\_ Percentage: \_\_\_\_\_

### **PAYROLL QUESTIONS**

Payroll Company: \_\_\_\_\_

Which payroll "platform/product" do you use: \_\_\_\_\_

Payroll Cycle (weekly, bi-weekly, etc.): \_\_\_\_\_

Day of the week you run/submit payroll: \_\_\_\_\_

"Check" Day of the week or calendar date: \_\_\_\_\_

Day of the week 401(k) contributions submitted: \_\_\_\_\_

Do you have any Bonus/Commission payrolls?  Yes  No

If yes, please identify how many & approximately when: \_\_\_\_\_

Do you withhold 401(k) contributions from the Bonus/Commissions?  Yes  No

Does your Match get inputted per payroll period?  Yes  No

If Yes, does your payroll company calculate your match?  Yes  No

Please confirm your payroll company is using the correct Gross Compensation for employees  Yes  No



**PAYROLL QUESTIONS CONT.**

Do you have multiple payrolls?  Yes  No

If yes, please identify: \_\_\_\_\_

For 401(k) contributions, do you use 1 bank account or multiple bank accounts?

1 Account  Multiple Accts (If multiple, additional charges may apply)

Do you have 1099 employees or other excludable employees from the 401(k) plan?

If Yes, please identify & explain: \_\_\_\_\_

\_\_\_\_\_

Do you currently have a retirement plan?  Yes  No

If Yes, who administers it currently:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_