



NEEDS ASSESSMENT QUESTIONNAIRE

General Information

Company Name: _____

Contact: _____ E-Mail: _____

Phone Number: _____ Fax Number: _____

Type of Business Entity? S-Corp _____ C-Corp _____ LLC _____ Sole Proprietorship _____

Service and/or Product Sold? _____

Date Started: _____ Annual Sales: \$ _____ Annual Net Income \$ _____

How did you hear about us? Internet _____ Referral _____ Who? _____

Accounting Software

Do you currently own any accounting software? Yes _____ No _____

If so, what brand & version? _____

Are you currently having data entered in or using the software? Yes _____ No _____

Do you or does someone in your office plan to continue doing any data entry? Yes _____ No _____

Bank Accounts

How many bank accounts for the business do you have? _____

Approximately how many checks are written and debit transactions posted per month? _____

Approximately how many deposit transactions are there per month? _____

May we have access to your online bank accounts (speeds up data entry)? Yes _____ No _____

Credit Cards, Lines of Credit, Loans

Does the business use credit cards for purchases? Yes _____ No _____

How many credit card accounts does the business have? _____

Does the business have open lines of credit with the bank? Yes _____ No _____

Does the business have any long-term loans that it's paying on? Yes _____ No _____

Accounts Payable

Do you have payments automatically paid out of the bank account or on a credit card? Yes ___ No ___

Do you enter the bills and then pay them at a later date? Yes ___ No ___

Accounts Receivable

Approximately how many invoices per month are generated? _____

How often do you bill your customers? Weekly ___ Monthly ___ As Needed ___

Do you accept credit card payments? Yes ___ No ___

Do you require a deposit on work to be done or payment upfront? Yes ___ No ___

Payroll

Does the company have employees that have taxes taken out of their checks? Yes ___ No ___

If so, how many Employees? _____

How often are employees paid? Weekly ___ Bi-weekly ___ Semi-Monthly (15th & 30th) ___

Who currently processes your payroll and payroll tax turns?

___ Outside Payroll Service Who? _____

___ Accounting Firm Who? _____

___ In-House

Do you use individuals to perform work as a subcontractor (1099)? Yes ___ No ___

Sales Tax

Do you collect/charge sales tax? Yes ___ No ___

If so, do you pay monthly or quarterly? Monthly ___ Quarterly ___

Is it prepared in-house or by an outside firm? In-House ___ Outside Firm ___

Income Tax

Who currently prepares your company's year-end tax returns? _____

If no one, are you also looking for someone to prepare your taxes? Yes ___ No ___