



Caputa & Associates, Ltd

Certified Public Accountants

Company Information

Company Name						
EIN		Entity Type	NONE	LLC	CORP	PARTNERSHIP
Phone			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mailing Address		Tax Classification	SOLE P	S-CORP	C-CORP	PARTNERSHIP
City, State, Zip			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Address		E-mail				
City, State, Zip						

Owners Information

Full Name		Home Address	
Date of Birth		City, State, Zip	
Social Security #		Phone	
E-Mail		Ownership %	

Please provide the following documents.

1. Copy of prior year's corporate or partnership tax return
2. Articles of Incorporation / LLC Articles of Organization
3. EIN letter (if available)
4. Partnership/LLC Operating Agreement / Corporate Bylaws (stating % ownership, profits, etc.)
5. S-Corporation Election Form 2553
6. Contact info of each partner/member/shareholder: name, e-mail, phone, address, Social Security Number, date of birth
7. Payroll reports (payroll register, wage & tax report, W-2, W-3)
8. Profit & Loss, Balance Sheet, General Ledger (or access to QuickBooks Online, Xero, etc.)
9. Business Bank and Credit Card Statements, including copies of cleared checks.

