



Small Business Owner | New Client Intake

Winter/Spring 2020

To our newest client –

Thank you for choosing our firm to prepare your 2020 income tax returns. We understand lots of options exist in the marketplace and are humbled and grateful you have chosen us as your partner. In addition to the following items, **please bring a copy of the last income tax returns you have filed (federal and state), if applicable.**

Formation & background information.

- Copy of LLC Operating agreement, or Corporate by-laws (as applicable).
- Copy of any bank loan covenants (if applicable).

Depreciation.

- Copy of prior year depreciation schedules to the extent they are available.
- Information on any new capital (depreciable) assets purchased or disposed of in 2019

Income and expense data.

- See worksheet on the following page.

About LCW CPAs.

Founded in 1987, LCW CPAs is a full-service Certified Public Accounting Firm. Headquartered in Lawrence, Massachusetts, and serving the Merrimack Valley, Southern New Hampshire and Greater Boston, we employ a full-time staff of 18 individuals who provide managed accounting services, taxation services, consulting and assurance services to our diverse clientele of closely held business owners, real estate developers, professional services firms, and private clients. Our nimble size enables us to tailor our service offerings based upon our client needs and offer them at a value-added price.

As always, please let us know if you have any questions. We look forward to working with you!

Warmest regards,

LCW | Certified Public Accountants

Business Name _____

EIN _____

Accounting method (cash or accrual) _____

Business use of home? (Yes or no) _____

Totals

Gross receipts _____

Cost of Goods

Purchases of inventory _____

COGS related labor _____

COGS related materials & supplies _____

Expenses

Advertising _____

Auto and Travel _____

Cleaning and Maintenance _____

Commissions _____

Contract labor _____

Employee benefits _____

Insurance (other than health) _____

Interest paid to banks _____

Legal and professional services _____

Office expense _____

Pension & profit sharing plans _____

Rent or lease: machinery _____

Rent or lease: other _____

Repairs and maintenance _____

Supplies _____

Taxes and licenses _____

Travel _____

Deductible meals _____

Utilities _____

Wages _____

Other: _____

Other: _____

Other: _____

Other: _____

Other: _____

Other: _____

Other: _____