

**NOTE: Save this form, complete the information, then email it as an attachment to inquiry@mangoldcpa.com**

**NEW CLIENT APPLICATION**

**PRELIMINARY INFORMATION**

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

Principal of business name and title: \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ Cell \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Secondary contact name and title \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Street Address \_\_\_\_\_

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

EIN: \_\_\_\_\_ DUNS#: \_\_\_\_\_

Who referred you, or how did you hear of The Mangold Group? \_\_\_\_\_

What objectives to you want to accomplish in the initial interview appointment?

What long-term objectives to you want to achieve in working with The Mangold Group?

**OTHER ADVISORS**

Attorney? \_\_\_\_\_ Firm: \_\_\_\_\_

Describe your will or other estate instruments? \_\_\_\_\_

Financial planner: \_\_\_\_\_ Firm: \_\_\_\_\_

Banker: \_\_\_\_\_ Bank: \_\_\_\_\_

**GENERAL BUSINESS INFORMATION**

Date of Incorporation/Formation \_\_\_\_\_ State \_\_\_\_\_ Fiscal Year End: \_\_\_\_\_

Form of Organization and tax classification

\_\_\_ C-Corporation \_\_\_ S-Corporation \_\_\_ Partnership \_\_\_ Sole Proprietorship  
\_\_\_ Limited Liability Company and \_\_\_ Disregarded \_\_\_ Partnership \_\_\_ Corp \_\_\_ S Corp

Do you have a written business plan? \_\_\_\_\_

Do you have a written monthly or quarterly operating budget? \_\_\_\_\_

How is the business financed? \_\_\_\_\_

Annual Sales: \$\_\_\_\_\_ for the year ended \_\_\_\_\_.

Sales trend: \_\_\_\_\_

Number of Employees: \_\_\_\_\_

Industry: \_\_\_ Professional \_\_\_ Retail \_\_\_ Wholesale \_\_\_ Service \_\_\_ Franchise \_\_\_ Manufacturing \_\_\_ Distributor  
Other \_\_\_\_\_

Does the company own any subsidiary organizations? \_\_\_\_\_

If yes, please explain relation of each:

\_\_\_\_\_

Does any other company own an interest in this business? \_\_\_\_\_

If yes, please explain relationship: \_\_\_\_\_

### **OWNERSHIP INFORMATION**

Shares/Units: Common \_\_\_\_\_ Preferred \_\_\_\_\_

Number of Shareholders/Partners/ Owners \_\_\_\_\_

Name	Active	Shares or %
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Buy/Sell Agreements in place? \_\_\_\_\_ Restrictions on Transfers? \_\_\_\_\_

### **CURRENT ACCOUNTING / CONSULTING RELATIONSHIP**

Has the company ever had Financial Statements \_\_\_ Compiled \_\_\_ Reviewed \_\_\_ Audited?

Basis of Accounting: Cash \_\_\_\_\_ Accrual \_\_\_\_\_ Tax Basis \_\_\_\_\_

Accounting and Bookkeeping Services: In House \_\_\_\_\_ Outside Independent \_\_\_\_\_

Name of Current Accountant \_\_\_\_\_

Name of Current Accounting Firm \_\_\_\_\_

Address \_\_\_\_\_

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

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Reason for considering changing CPA firms:

\_\_\_\_\_  
\_\_\_\_\_

### **FINANCIAL INFORMATION**

#### Accounting System

Current accounting system, version and year: (Examples: QuickBooks Premier 2016, QuickBooks Online Plus, Sage 100 ERP) \_\_\_\_\_

Number of people who access the accounting system \_\_\_\_\_

How long have you used your current accounting system? \_\_\_\_\_

Is your accounting system doing everything you need? \_\_\_\_\_

Do you use any integrated accounting systems, such as Micros POS? \_\_\_\_\_

What percentages of projects, if any, take longer than 30 days to complete? \_\_\_\_\_

#### Accounts

Number of bank accounts \_\_\_\_\_ credit card accounts \_\_\_\_\_ lines of credit \_\_\_\_\_ other loans \_\_\_\_\_

Total number of transactions per month in all bank and credit card accounts combined (Example: under 500, 500 – 1000, 1000 – 1500, 1500 – 2500) \_\_\_\_\_

Do you receive customer payments through credit cards, Pay Pal, or any other third-party system? \_\_\_\_\_

Are you required to file sales tax returns? Y/N Frequency \_\_\_\_\_ Number of jurisdictions \_\_\_\_\_

Do you have any third-party applications? \_\_\_\_\_ If so, what are they? (Examples: Bill.com, Expensify, Fresh Books) \_\_\_\_\_

\_\_\_\_\_