

Preparation for initial meeting with accountant

Items to bring:

- Your business's mission/vision statement
- Copy of Last 2 Years Tax Returns – Business and Personal
- Year-to-Date Tax Payment and/or Paystubs
- IRS/State Tax Notices (If any)
- Corporation Record Books
- Copy of QuickBooks File, if applicable
- Year-to-Date Profit & Loss and Balance Sheet
- Business Cash Flow Projection or Budget (If Any)
- Current Bank Statement – Business/Personal
- Personal Financial Statement

Think about the topics below to initiate a meaningful conversation:

What I would value in my relationship with my accountant:

My proudest accomplishment(s) related to my business:

The top problem I need help with (what keeps me up at night):

Short-term goals (1 year) with the business:

Long-term goals (3-5 year) with the business:

Personal aspects of my life that could impact my business:

Short-term individual goals (e.g. paying for college, retirement, large asset purchases, charitable giving goals, care for a parent):

Long-term individual goals (e.g. paying for college, retirement, large asset purchases, charitable giving goals, care for a parent):

Discussion topics/questions to address with new accountant:

- I would like feedback on how I can increase my tax efficiency and improve my decision-making data, how will this be communicated to me and at what frequency?
- What activities pertaining to my business would you like me to contact you about before doing?
- Are there any changes in the government/legislature/tax laws I need to be watching out for?
- How do you bill for your services?