

PC Touch Services, Inc.
Client Information Request
Date ____/____/20____

Company Name: _____ DBA: _____

Address: _____

Phone No.: (____) _____ - _____ Fax No. : (____) _____ - _____

Employer Identification Number (EIN): _____ - _____ (9 digits)

Date of Incorporation: ____/____/____ S-Corporation Election Date: ____/____/____

(IRS approved date)

Company is:

Calendar Year: Yes | No

Fiscal Year: Start ____/____ to ____/____

Business Activity: Product(s) | Service(s) Principal Product / Service: _____

Shareholders Name: _____ SSN: _____ - _____ - _____

Address: _____

Percentage of Ownership: _____ % No. of Shares: _____

Shareholders Name: _____ SSN: _____ - _____ - _____

Address: _____

Percentage of Ownership: _____ % No. of Shares: _____

Shareholders Name: _____ SSN: _____ - _____ - _____

Address: _____

Percentage of Ownership: _____ % No. of Shares: _____

Name of Tax Matter/President: _____

Necessary Information for Profit/Loss
As of Dec. 31, 20 _____

Revenues:

Principal Income..... _____
Interest Income..... _____
Finance Charge Income..... _____
Other Income..... _____

Expenses:

Wages Expense..... _____
Employee Benefit Programs..... _____
Payroll Tax Expense..... _____
Income Tax Expense..... _____
NYS Sales Tax..... _____
Other Taxes Expense..... _____
Rent or Lease Expense..... _____
Maintenance & Repairs Expense..... _____
Web-hosting Services Expenses..... _____
Gas..... _____
Electricity..... _____
Supplies and accessories..... _____
Telephone Expense..... _____
Meals and Entertainments..... _____
Travel Expense..... _____
Other Office Expense..... _____
Advertising Expense..... _____
Shipping and Handling..... _____
Postage and Stamps..... _____
Bank Service Charge..... _____
Business Leads..... _____
Dues and Membership..... _____
Insurance Expense..... _____
Computer Accessories..... _____
Licensing and Permit Expenses..... _____
Miscellaneous Expense..... _____

Total Expenses..... _____
Net Income (Loss)..... _____

Necessary Information for Balance Sheet
As of Dec. 31, 20_____

ASSETS

Annual Amounts

Checking Account.....	_____
Accounts Receivable.....	_____
Loan to Shareholders.....	_____
Inventory.....	_____
Prepaid Expenses.....	_____
Property and Equipment.....	_____
Computers and Peripherals.....	_____
Other Assets.....	_____
Security Deposits.....	_____

LIABILITIES AND CAPITAL

Accounts Payable (breakdown if necessary)	_____
Loan from shareholder	_____
Sales Tax Payable.....	_____
Deductions Payable.....	_____
Federal Payroll Taxes Payable.....	_____
FUTA Payable.....	_____
State Payroll Taxes Payable.....	_____
SUTA Payable.....	_____
Income Taxes Payable.....	_____
Customer Deposits.....	_____
Long-Term Liabilities (breakdown if necessary)	_____
Capital (Investment).....	_____

