Capocore

NEW CLIENT REQUIRED INFORMATION

For Individuals

Personal Information

☐ Taxpayer's SSN/TIN Numbers & DOB
☐ Spouse's SSN/TIN Numbers & DOB
☐ Dependent's SSN/TIN Numbers & DOB
☐ Driver's License(s)
☐ Details of any interest in foreign accounts and/or virtual currency
☐ Two Prior Year Tax Returns

For Business

Permanent File Information

☐ Articles of Organization/Incorporation (if you already have them)
☐ Personal Financial Statements
☐ Contact Information for Additional Owners/Partners
☐ Operating Agreement
☐ Buy-Sell Agreement
☐ By-Laws
☐ EIN Letter
☐ S-Acceptance Letter (if applicable)

Tax Information

☐ Two Prior Year Tax Returns
☐ Previous Tax Advisor Contact Information

Accounting Information

☐ Previous Year Financial Statements
☐ QuickBooks Login Information
☐ Backup of QuickBooks File
☐ Latest Interim Financial Statements
☐ State Unemployment ID
☐ Online Access with Business Bank Account or Recent Bank Statements

Contact Information (if applicable)

☐ Attorney
☐ Investment Advisor
☐ Bookkeeper
☐ Loan Officer/Banker