STARLIGHT ACCOUNTING P.O. Box 10218 Casa Grande, AZ 85130	**Tax Information**	**Business**

You will need:	Complete all pages. You are responsible for the information provided; please make sure it is complete and accurate.
• Financial reports for the year (income statement and balance sheet, or bank and card statements) • Proof of your EIN and last year's business return • Social Security documentation for each owner (pass-through entities) • Payroll reports, 1099s issued, loan statements, and asset purchase or sale records	Do not email Social Security numbers. Bring them in person or send them only by a secure method we approve.

Business information

Primary contact first name	M.I.	Last name	Job title	Email and phone

Business legal name	DBA name (if applicable)

Employer identification number (EIN)	Arizona TPT license number (if any)	Date of formation	State of formation

Mailing address	Ste #	City	State	ZIP code	Tax year end

Business entity type	**If LLC, tax classification**	**Accounting method**
□ Individual / sole proprietor □ Partnership □ S corporation □ C corporation □ LLC (see right) □ Other: _____	□ Disregarded entity (single member) □ Partnership □ S corporation □ C corporation	□ Cash □ Accrual □ Hybrid □ Not sure

Describe the principal business activity

Owner details (C corporations skip this section)

Full name	Title	% ownership	Address	Email

Activity during the year	
□ Had employees Payroll provider: _____ □ Paid contractors $600 or more 1099s filed? □ Yes □ No □ Bought or sold equipment, vehicles, or property □ Took out, refinanced, or paid off a loan □ Owners contributed or took money out of the business □ Ownership changed, or an owner joined or left □ Received a letter or bill from the IRS or the state	□ Sold taxable goods or services in Arizona (TPT) Filing frequency: □ Monthly □ Quarterly □ Annual □ Did business or had employees in another state □ Used a vehicle for business Mileage log kept? □ Yes □ No □ Used part of a home for business □ Paid health insurance or retirement contributions □ Made estimated tax payments

Bookkeeping (complete only if you want bookkeeping services)				
Number of bank, card, and payment accounts (Square, Stripe, PayPal, etc.)	Estimated transactions per month: □ Up to 100 □ 101-200 □ 201-300 □ Over 300	Accounting software (or none)	Invoices or bills to track? □ Yes □ No	Books current through

Any additional information that would help us prepare your return

Client Information Responsibility
On behalf of the business, I affirm that all information, documents, and explanations provided to STARLIGHT ACCOUNTING are true, correct, and complete to the best of my knowledge and belief, including all income, expenses, deductions, credits, assets, liabilities, and information prepared or provided by third parties such as prior accountants, payroll providers, and financial institutions. The business will promptly tell STARLIGHT ACCOUNTING about any change in facts or circumstances that may affect its services, and about any correction to information given earlier. STARLIGHT ACCOUNTING relies on the information and representations provided, and the business is solely responsible for any error or omission that results from information that is inaccurate, incomplete, late, or misleading. The business will carefully review every draft and final return, report, and document before anything is filed or submitted. If it finds an error or has any issue with STARLIGHT ACCOUNTING's work, it is the business's responsibility to notify STARLIGHT ACCOUNTING in writing promptly and to take timely action, including acting by the stated deadline on any notice from a taxing authority. STARLIGHT ACCOUNTING is not liable for any penalties, interest, or other consequences that result from a failure to provide accurate, complete, and timely information or from a failure to act promptly.

Principal signature	Date	Principal name and title (print)	