



Client Data Information Sheet

Client Information

Exact legal company name or individual's name: _____

Address: _____ City: _____ State: _____ ZIP: _____

Contact person: _____ Title: _____

Phone: (_____) _____ Fax: (_____) _____ E-mail: _____

Payroll Provider: _____ In-House

Type of business: LLC Sole proprietor Partnership C-corp. S-corp.

If an LLC, how is the LLC taxed? Corporation Partnership

Tax ID #: _____ (If a Sole proprietor, Social Security Numbers are not acceptable. Client must apply for an EIN.)

Business Inception Date: _____ Fiscal Year End: _____

Business Code / Type: _____ State of Incorporation: _____ Union EE's? No Yes

Do you own other businesses, does your spouse or does any other immediate family members: No Yes
(If yes complete a separate Client Data Sheet for each company.)

Participating Employer: Unrelated Controlled Group Affiliated Service Group None
(Attach separate Client Data Information Sheet for each entity)

Other Plans

Do you now or have you in the past had a Qualified Plan? No Yes

401(k) Profit Sharing Money Purchase Defined Benefit

Where are the assets being held: _____ Existing Plan Year End: _____

If you have a qualified plan we must have copies of the following immediately:

- The Adoption Agreement & Plan Document
- Most recent Valuation
- Most Recent 5500 form filed

Do you have a SEP IRA or a Simple IRA – if so what was the last year funded: _____

Ownership

Corporate Officers	Title	Percentage Owned	On Board of Directors	
_____	_____	_____	<input type="checkbox"/> No	<input type="checkbox"/> Yes
_____	_____	_____	<input type="checkbox"/> No	<input type="checkbox"/> Yes
_____	_____	_____	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Secretary-for Corp Resolutions _____				

Advisors

Accountant: _____ **Broker:** _____

Address: _____ Address: _____

Firm: _____ Firm: _____

City, ST, Zip: _____ City, ST, Zip: _____

Phone: (_____) _____ Phone: (_____) _____

Email: _____ Email: _____

****** Please note all bolded sections must be answered. If left unanswered it will result in delays and the possibility of receiving an incorrect proposal.**