



# CLIENT ONBOARDING QUESTIONNAIRE



During the onboarding process, an accounting firm typically asks a comprehensive set of questions to gather essential information about the client's financial situation, business operations, and specific accounting needs. Here is an extensive questionnaire list an accounting firm may use during onboarding.


## GENERAL INFORMATION

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1. What is your name and the name of your business (if applicable)?
2. What are your contact details, including address, phone number, and email?
3. What type of business structure do you have (e.g., sole proprietorship, partnership, corporation)?
4. Can you tell us about your industry and the nature of your business?
5. Are you currently using any accounting software?

## TAX AND COMPLIANCE

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1. What types of taxes apply to your business (e.g., income, sales, payroll tax)?
  2. Have you experienced any past tax issues or audits?
  3. How often do you make estimated tax payments and file taxes?
  4. Are you in compliance with relevant regulatory bodies and licensing requirements?
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## FINANCIAL GOALS AND CHALLENGES

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1. What are your long-term financial goals?
2. Do you have any short-term financial challenges you would like to address?
3. What specific financial outcomes do you expect from our accounting services?

## ACCOUNTING NEEDS AND SERVICES REQUIRED

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1. Which accounting services do you require (e.g., bookkeeping, financial statement preparation, tax planning, payroll processing, advisory services)?
2. How frequently do you need accounting services (monthly, quarterly, annually)?


## BANKING AND FINANCIAL INSTITUTIONS

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1. Can you provide details of your business bank accounts?
2. Do you have any loans or credit lines associated with your business?

## IT AND DATA SECURITY

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1. What is the setup of your IT infrastructure and data storage practices?
  2. What measures do you have in place to ensure data security?
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## BUSINESS GROWTH AND EXPANSION PLANS

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1. Do you have any plans for business expansion (e.g., new locations, product lines)?
2. Are you considering any capital investments?

## OTHER PROFESSIONALS ENGAGED

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1. Are you currently working with any other professionals for your business (e.g., legal counsel, financial advisor)?

**Note:** Remember, this list SHOULD be tailored to suit the specific needs and services offered by your accounting firm. Gathering this information during onboarding helps the firm provide personalized and accurate financial advice and services to the client.