

# Juravel & Company, LLC

## Certified Public Accountants

390 North Main St.  
Alpharetta, GA 30009  
(770) 475-9348  
www.juravelcpa.com

Date: January 4, 2018

FOR INTERNAL USE ONLY	
Office:	Alpharetta
Client ID:	_____ . _____
Primary Partner	Juravel, P
Manager	PMJ/BAM
Billor	Juravel, P
Partner	PMJ/BAM

Name (Taxpayer): \_\_\_\_\_  
Name (Spouse): \_\_\_\_\_

SS# (Taxpayer): \_\_\_\_\_  
SS# (Spouse): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: (H) \_\_\_\_\_  
(C) \_\_\_\_\_  
(W) \_\_\_\_\_

Email: T \_\_\_\_\_  
S \_\_\_\_\_

Date of Birth: T \_\_\_\_\_  
S \_\_\_\_\_

Children:  
Name/DOB/SS# \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BUSINESS INFORMATION**

Company Name \_\_\_\_\_  
Federal ID Number (EIN) \_\_\_\_\_  
State Incorporated \_\_\_\_\_  
Date Incorporated \_\_\_\_\_  
S Election Date \_\_\_\_\_  
Year End \_\_\_\_\_  
  
Nature of Business \_\_\_\_\_

**ENTITY INFORMATION**

- Sole Proprietorship
- Single Member LLC
- LLC Taxed as a Partnership
- LLC Taxed as an S Corporation
- LLC Taxed as a Corporation
- Partnership
- Corporation
- Exempt Organization
- Fiduciary/Estate
- Other (Specify Below)

\_\_\_\_\_

**DOCUMENTS REQUIRED (Check boxes for documents provided)**

- Articles of Incorporation
- By-Laws
- Federal ID Number (EIN)
- S Election (Form 2553)
- Prior Year Income Tax Return With all States Returns
- Prior Year Personal Property Tax Return
- State Payroll ID Numbers and Registration

- Payroll Service Provider (we will need online access to your payroll account)
- Current Secretary of State Filing

**SERVICES REQUESTED**

- Bookkeeping
  - Payroll
  - Income Tax Preparation
  - Form 1099 Preparation
  - Personal Property Tax Return
  - Sales Tax Return
  - Other \_\_\_\_\_
- 

**CREDIT CARD INFORMATION**

Type of Card \_\_\_\_\_

Number \_\_\_\_\_

Exp. Date \_\_\_\_\_

Sec. Code \_\_\_\_\_

Card Holders Name \_\_\_\_\_

I hereby authorize Juravel & Company, LLC to charge my credit card each month for any services provided

I understand and agree to the Terms and Conditions

Signature: \_\_\_\_\_

I authorize Juravel & Company, LLC via electronic signature to charge my credit or debit card for their monthly fees each month until I cancel.

**Please DO NOT email this to us as it contains confidential information**