

**PC Touch Services, Inc.**  
**Client Information Request**  
Date \_\_\_\_/\_\_\_\_/\_\_\_\_20\_\_\_\_

Company Name: \_\_\_\_\_ DBA: \_\_\_\_\_

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

Phone No.: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax No. : (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Employer Identification Number (EIN): \_\_\_\_\_ - \_\_\_\_\_ (9 digits)

Date of Creation: \_\_\_\_/\_\_\_\_/\_\_\_\_

Company is:

Calendar Year: Yes | No

Fiscal Year: Start \_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_

Business Activity: Product(s) | Service(s) Principal Product / Service: \_\_\_\_\_

Partner Name: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

Percentage of Ownership: \_\_\_\_\_ %

Partner Name: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

Percentage of Ownership: \_\_\_\_\_ %

Partner Name: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

Percentage of Ownership: \_\_\_\_\_ %

Name of Tax Matter/President: \_\_\_\_\_

**Necessary Information for Profit/Loss**  
**As of Dec. 31, 20** \_\_\_\_\_

**Revenues:**

Principal Income..... \_\_\_\_\_  
Interest Income..... \_\_\_\_\_  
Finance Charge Income..... \_\_\_\_\_  
Other Income..... \_\_\_\_\_

**Expenses:**

Wages Expense..... \_\_\_\_\_  
Employee Benefit Programs..... \_\_\_\_\_  
Payroll Tax Expense..... \_\_\_\_\_  
Income Tax Expense..... \_\_\_\_\_  
NYS Sales Tax..... \_\_\_\_\_  
Other Taxes Expense..... \_\_\_\_\_  
Rent or Lease Expense..... \_\_\_\_\_  
Maintenance & Repairs Expense..... \_\_\_\_\_  
Web-hosting Services Expenses..... \_\_\_\_\_  
Gas..... \_\_\_\_\_  
Electricity..... \_\_\_\_\_  
Supplies and accessories..... \_\_\_\_\_  
Telephone Expense..... \_\_\_\_\_  
Meals and Entertainments..... \_\_\_\_\_  
Travel Expense..... \_\_\_\_\_  
Other Office Expense..... \_\_\_\_\_  
Advertising Expense..... \_\_\_\_\_  
Shipping and Handling..... \_\_\_\_\_  
Postage and Stamps..... \_\_\_\_\_  
Bank Service Charge..... \_\_\_\_\_  
Business Leads..... \_\_\_\_\_  
Dues and Membership..... \_\_\_\_\_  
Insurance Expense..... \_\_\_\_\_  
Computer Accessories..... \_\_\_\_\_  
Licensing and Permit Expenses..... \_\_\_\_\_  
Miscellaneous Expense..... \_\_\_\_\_

Total Expenses..... \_\_\_\_\_

Net Income (Loss)..... \_\_\_\_\_



**Necessary Information for Balance Sheet**  
**As of Dec. 31, 20** \_\_\_\_\_

**ASSETS**

**Annual Amounts**

Checking Account..... \_\_\_\_\_  
Accounts Receivable..... \_\_\_\_\_  
Loan to Partners ..... \_\_\_\_\_  
Inventory..... \_\_\_\_\_  
Prepaid Expenses..... \_\_\_\_\_  
Property and Equipment..... \_\_\_\_\_  
Computers and Peripherals..... \_\_\_\_\_  
Other Assets..... \_\_\_\_\_  
Security Deposits..... \_\_\_\_\_

**LIABILITIES AND CAPITAL**

Accounts Payable (breakdown if necessary) ..... \_\_\_\_\_  
Loan from Partners ..... \_\_\_\_\_  
Sales Tax Payable..... \_\_\_\_\_  
Deductions Payable..... \_\_\_\_\_  
Federal Payroll Taxes Payable..... \_\_\_\_\_  
FUTA Payable..... \_\_\_\_\_  
State Payroll Taxes Payable..... \_\_\_\_\_  
SUTA Payable..... \_\_\_\_\_  
Income Taxes Payable..... \_\_\_\_\_  
Customer Deposits..... \_\_\_\_\_  
Long-Term Liabilities (breakdown if necessary) ..... \_\_\_\_\_  
Capital (Investment)..... \_\_\_\_\_

