



Nantuxent Group
Tony Novak CPA, MBA, MT
183 Bayview Road
Newport NJ 08345
onlineadviser@live.com
(856) 314-5625

Small Business Client Profile

Client Name: _____ Company: _____
Address: _____ Phone: _____
Address 2: _____ Email: _____
City: _____ State: _____ Zip Code: _____

Business Information

Date your business began operations? _____

State where are you legally organized? _____

State(s) where you operate? _____

Your EIN number: _____

State entity number: _____

If you have more than one business, please describe that here

Are you a government certified business? _____ If so, in what State(s)? _____

What certifications do you currently hold? _____

What state(s) will you need to file income or sales taxes? _____

_____ Personal Taxes? _____

How is your business legally organized?

- Sole Proprietorship
- Partnership
- LLC/LLP/PLLC/SPC
- S Corporation
- C Corporation
- Not-for-Profit, if so, what type? _____
- Other

Have you filed Articles of Incorporation with your State?

- Yes
- No

How many employees do you have?

- None – just myself and I am not considered an employee
- < 10
- 10 - 49
- 50 - 99
- 100 - 499
- 500 +



Nantuxent Group
Tony Novak CPA, MBA, MT
183 Bayview Road
Newport NJ 08345
onlineadviser@live.com
(856) 314-5625

Small Business Client Profile

What is your organization's primary business activity (Select one only please)

- Construction
- Manufacturing and Process Industries (Non-computer)
- Online Retailer
- Internet Service Provider (ISP) or Application Service Provider (ASP)
- Aerospace
- Banking/Finance/Accounting
- Insurance/Real Estate/Legal
- Federal Government (including military)
- State/Local Government
- Medical/Dental/Healthcare
- Transportation/Utilities
- Construction/Architecture/Engineering
- Data Processing Services
- Wholesale/Retail/Distribution of Physical Products
- Education
- Marketing/Advertising/Entertainment
- Research/Development Lab
- Business Services/Consultant
- Computer Manufacturer (Hardware, software, peripherals)
- Computer/Network Services/Consultant
- Computer Related Retailer/Wholesaler/Distributor
- Other (List) _____

What was your organization's total gross revenue last year?

- We were not in business last year
- < \$30,000
- \$30,000 - \$99,999
- \$100,000 - \$299,999
- \$300,000 - \$499,999
- \$500,000 - \$1,999,999
- \$2,000,000 - \$5,000,000
- Over \$5,000,000

Please share the top two opportunities and/or challenges your company is facing right now.

1. _____

2. _____



Nantuxent Group
Tony Novak CPA, MBA, MT
183 Bayview Road
Newport NJ 08345
onlineadviser@live.com
(856) 314-5625

Small Business Client Profile

Taxes:

What tax returns did you file **last year**?

- Federal tax return
 - a) Date filed _____
 - b) Form Filed _____
- State tax return (List State(s))
 - a) Date filed _____
 - b) Form Filed _____
- Quarterly Department of Revenue Excise Tax Forms
 - a) Quarter(s) filed _____
- County Business Personal Property Returns (list County) _____

What tax returns will you need to file this year?

- Federal and tax returns the same as last year
- We will need to file differently due to business or personal changes during the year (please list)

- We have other changes that may impact our tax filings (Marital status, dependency, changed job, retirement, casualty loss, or other significant event (please list anything you wish to discuss))

Status of tax filings

- I/we are current on all tax filings and payments
- I/we are current on all tax filings but behind on payments
- I/we are behind on tax filings as well as payments
- I/we have not made any tax filings or payments

If tax payments are owed, are you on an approved Installment Agreement repayment schedule?

- Yes
- No
- Not applicable

We anticipate changes next year - which may impact our tax returns and wish to discuss the tax implications of those changes (Please list expected or considered changes)



Small Business Client Profile

What financial areas/goals do you want/need help with now and in the next 12 months?

- Determining what the best business structure for my company would be
- Setting up my business structure and getting up and running
- Accounting or Payroll
- Taxes
- IRS Audit Support
- Budgeting
- Strategic Planning
- Pensions
- Joint Venture opportunities
- Reviews of your systems and processes for audit or contract compliance
- Other (List) _____

How will you address your financial recordkeeping and preparation of the reports?

- I will handle these efforts myself
- I have a team member who will be in charge of our accounting records
- I have an external bookkeeper/CPA who is doing the accounting work
- This work still needs to be addressed

What type of accounting program/software are you using now?

- We are keeping records manually or on an Excel spreadsheet
- QuickBooks, Mint, Zoho, Freshbooks or similar
- DelTek, SAP or other enterprise software
- This work still needs to be addressed

Choosing your financial professional is very personal – it's like choosing your doctor. What criteria is most important for you in this important relationship?

Each client / business has unique circumstances within their industry, region or personal life that may impact their goals and objectives. Are there any other items you wish to include?

The next 3 pages are dedicated to Strategic Planning, Goals and Expectations.



Nantuxent Group
Tony Novak CPA, MBA, MT
183 Bayview Road
Newport NJ 08345
onlineadviser@live.com
(856) 314-5625

Small Business Client Profile

Strategic Planning (Please list your top three goals over the next 1 to 5 years)

Describe your goal in as specific language as possible

Goal 1 (Give a Title) _____
Description of Goal _____
Motivation for pursuing this goal _____
Expected Outcome _____
Timeline to Achieve _____

Describe your goal in as specific language as possible

Goal 2 (Give a Title) _____
Description of Goal _____
Motivation for pursuing this goal _____
Expected Outcome _____
Timeline to Achieve _____

Describe your goal in as specific language as possible

Goal 3 (Give a Title) _____
Description of Goal _____
Motivation for pursuing this goal _____
Expected Outcome _____
Timeline to Achieve _____

Describe your goal in as specific language as possible

Goal 4 (Give a Title) _____
Description of Goal _____
Motivation for pursuing this goal _____
Expected Outcome _____
Timeline to Achieve _____

Life / Goal Planning

What are your top three goals 5, 10 or even 20 years from now?

Goal 1: _____

Goal 2: _____

Goal 3: _____



Nantuxent Group
Tony Novak CPA, MBA, MT
183 Bayview Road
Newport NJ 08345
onlineadviser@live.com
(856) 314-5625

Small Business Client Profile

Goal directed effort toward key Actions needed to achieve your goals. Each Key Action should be listed in only one column, depending on the status of the action. As you input effort towards your goals, reallocate the Key Action to the appropriate column.

	Action Needed	Action Taken	Action in Progress
Key Action #1 :			
Key Action #2 :			
Key Action #3 :			
Key Action #4 :			
Key Action #5 :			

How else can we connect? Please enter your username or URL

Google+ _____
Skype _____
FaceTime _____
LinkedIn _____
Facebook _____
Twitter _____
Instagram _____

Our First Meeting Date: _____/_____/_____ Meeting Time: _____ a.m. / p.m.

Meeting Location: _____ Length: _____

Guidelines that will help us work well together (time of day, day of week, with or without other members, etc):

How do you prefer to communicate regarding your financial and accounting information?

- In – Person and work through items together
- Uploaded to a secure cloud server (the default)
- Email with follow up phone call
- Email only
- Video, chat, and work through items together



Small Business Client Profile

Logistics

How often shall we meet?	<input type="radio"/> Weekly	<input type="radio"/> Monthly	<input type="radio"/> Quarterly
Where shall we meet?	<input type="radio"/> Virtual Meeting	<input type="radio"/> Client Office	<input type="radio"/> Off-site (TBA)
How much time shall we make available for each meeting?	<input type="radio"/> 30 minutes	<input type="radio"/> 1 hour	<input type="radio"/> Half-day
How do we address cancelled meetings?	<input type="radio"/> Phone	<input type="radio"/> Email	<input type="radio"/> Calendar invitations
If we miss a meeting, how soon do we reschedule?	<input type="radio"/> Within 1 week	<input type="radio"/> Whenever convenient	<input type="radio"/> Skip it
Meeting between scheduled times:	<input type="radio"/> Yes, need Concierge Service	<input type="radio"/> Only in Emergencies	<input type="radio"/> None
How often do you want to document actions and progress?	<input type="radio"/> Weekly	<input type="radio"/> Monthly	<input type="radio"/> Quarterly
How best do you bring closure to professional relationships?	<input type="radio"/> You	<input type="radio"/> CPA	<input type="radio"/> Mutual Agreement
Who will initiate contact?	<input type="radio"/> You	<input type="radio"/> CPA	<input type="radio"/> Both
Typically, your timeliness is:	<input type="radio"/> Always on time	<input type="radio"/> Occasionally late	<input type="radio"/> Often late

Thank you for taking the time to complete your profile. This information will help us help you strengthen your financial foundation. Please reach out if you have questions. We look forward to working with you in growing your business.

Sign & Date (Client)

Sign & Date (CPA)