



## iCompass Compliance Solutions LLC

WA Licensed CPA Firm

WESB, SBE, DBE

Deborah M Todd, CPA, CTP, CGMA, CFEI

CEO/President

[debbie@icompassllc.com](mailto:debbie@icompassllc.com)

(360) 910-5053

### Triage: New Client Profile

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

#### **Business Information**

Date your business began operations? \_\_\_\_\_

What State are you legally organized in? \_\_\_\_\_

What State(s) do you **operate** in? \_\_\_\_\_

Your EIN number: \_\_\_\_\_

Your UBI number: \_\_\_\_\_

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

Are you a government certified business (8a, Hubzone, WOSB, DBE, WESB, etc)?

If so, in what State(s)? \_\_\_\_\_

What certifications do you currently hold? \_\_\_\_\_

What state(s) will you need to file income taxes in? Business \_\_\_\_\_ Personal \_\_\_\_\_

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 +



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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
- < \$10,000
- \$10,000 - \$99,999
- \$100,000 - \$199,999
- \$200,000 - \$499,999
- \$500,000 - \$999,999
- \$1 million +

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

1. \_\_\_\_\_

2. \_\_\_\_\_



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#### 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)

\_\_\_\_\_  
\_\_\_\_\_



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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?

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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?

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



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**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:** \_\_\_\_\_



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Goal DIRECTED EFFORT: 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):

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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 like DropBox, Sharepoint or OneDrive
- Via e-mail with follow up phone call
- Via e-mail only
- Via video chat and work through items together
- Via Mail only



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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 build 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)

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