
ALPHA OMEGA ACCOUNTING: CLIENT INFO SHEET

GETTING READY FOR YEAR-END 2008: CLIENT INFO

To help make the year-end process flow quickly and smoothly, we must be sure we have your correct contact information! **Call us to make your year-end Tax planning appointment soon because January is our busiest month of the year.**

CLIENT/COMPANY NAME:

CURRENT MAILING ADDRESS, PHONE NUMBER, & EMAIL ADDRESS, IF CHANGED:

BOOKKEEPER NAME AND PHONE NUMBER:

PAYROLL SERVICE PROVIDER:

TYPE OF PENSION PLAN:

PENSION PLAN ADMINISTRATOR AND PHONE NUMBER:

INVESTMENT ADVISOR AND PHONE NUMBER:

ACCOUNTING SOFTWARE AND VERSION:

SOFTWARE PASSWORD:

Contact Information:

Alpha Omega Accounting, LLC

11 S. Rutherford Avenue

Johnstown CO 80534

970-587-5587 Phone

303-845-9036 Fax

info@alphaomega-acct.biz