



Tejani Accounting Services, Inc.

410 Nora Dr. Fayetteville, GA 30214

New Client Information Sheet

In order to set-up your company in our system, please provide us the following information at your earliest convenience.

- EIN Document received from IRS when the company was formed.
- Sales and Use Tax number
- STI Number
- Withholding Number
- Tobacco License number
- Alcohol License number
- DOL Number
- EFTPS Pin
- Confirmation of C Corp or S Corp from IRS

Need Log-in's for the following:

- Georgia Tax Center login and password
- EFTPS Login and password
- GA COAM monthly reporting website login and password
- GA Department of Labor online portal login and password

Previous Tax Returns:

- Sales Tax Returns (beginning January of current year)
- Payroll Tax Returns – Both Federal and State (All quarters for current year)
- Current year Payroll Ledger and copies of most recent paystubs.
- Corporate Tax Returns (with depreciation schedule) for last two years along with P&L and Balance Sheet.
- YTD P&L and Balance Sheet.

Please email all these documents to admin@tejaniaccounting.com. If you have any questions, do not hesitate to call us on 678-817-6771.

Sincerely,

Tejani Accounting Team

Phone: (678) 817-6771; Fax: (678) 817-6778; E-Mail: admin@tejaniaccounting.com