



# ACCOUNTING & TAX BROKERAGE

## PRACTICE FINANCIAL DISCLOSURE

*Please provide information about your firm*

Firm Name: \_\_\_\_\_

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

City/St/Zip: \_\_\_\_\_

Office Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Website: \_\_\_\_\_

Seller's Name: \_\_\_\_\_

Seller's Confidential Email: \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_

Legal Entity Form: \_\_\_\_\_

Number of Shareholder/Partners \_\_\_\_\_

Direct Correspondence to: \_\_\_Office \_\_\_Home \_\_\_Email \_\_\_Other: \_\_\_\_\_

Reason for Selling: \_\_\_\_\_

\_\_\_\_\_

CPA \_\_\_\_\_ Public Accountant \_\_\_\_\_ Enrolled Agent \_\_\_\_\_ Other: \_\_\_\_\_

Licenses & Certifications: \_\_\_\_\_

Professional Organizations: \_\_\_\_\_

Year Established \_\_\_\_\_ How long at this location? \_\_\_\_\_

Any Existing Liens on the Practice? \_\_\_\_\_ Amount \_\_\_\_\_

Lien Holder \_\_\_\_\_

Give us a brief history of your practice:

\_\_\_\_\_

\_\_\_\_\_



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How many clients come in for appointment, approx. % \_\_\_\_\_

Walk Ins % \_\_\_\_\_ Mail/Email (or other electronic send in) % \_\_\_\_\_

Is Practice Relocatable? \_\_\_\_\_

Which Tax Software do you use? \_\_\_\_\_

What other software does your practice use? \_\_\_\_\_

Total Cash Basis Revenues: 2014: \_\_\_\_\_ 2015: \_\_\_\_\_ 2016: \_\_\_\_\_

What is your hourly rate? \_\_\_\_\_

Desired Asking Price: \_\_\_\_\_ Will you consider carrying financing? \_\_\_\_\_

Proposed Term & Interest Rate \_\_\_\_\_

Estimated Value of Furniture and Equipment: \_\_\_\_\_

# of Office Locations: \_\_\_\_\_ Description of Facilities: \_\_\_\_\_

Office Rent: \$ \_\_\_\_\_ mo. Sq. Ft: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Office Lease Assumable: Yes \_\_\_\_\_ No \_\_\_\_\_ Maybe \_\_\_\_\_ Required \_\_\_\_\_

Please provide us details pertaining to tax preparation during the last calendar year:

|         |       |             |       |          |       |
|---------|-------|-------------|-------|----------|-------|
| # 1040  | _____ | Avg. Fee \$ | _____ | Total \$ | _____ |
| # 1120  | _____ | Avg. Fee \$ | _____ | Total \$ | _____ |
| # 1120S | _____ | Avg. Fee \$ | _____ | Total \$ | _____ |
| # 1065  | _____ | Avg. Fee \$ | _____ | Total \$ | _____ |
| # 1041  | _____ | Avg. Fee \$ | _____ | Total \$ | _____ |
| # 990   | _____ | Avg. Fee \$ | _____ | Total \$ | _____ |
| # 706   | _____ | Avg. Fee \$ | _____ | Total \$ | _____ |
| # 709   | _____ | Avg. Fee \$ | _____ | Total \$ | _____ |



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# Prior year returns filed last season: \_\_\_\_\_ Total \$ \_\_\_\_\_

Audits, Reviews (Describe): \_\_\_\_\_ Total \$ \_\_\_\_\_

Other Services: \_\_\_\_\_ Total \$ \_\_\_\_\_

Payroll Service Revenue: \$ \_\_\_\_\_

# of Payroll Clients: \_\_\_\_\_ Avg.# of payees per client: \_\_\_\_\_

If you provide Accounting or Bookkeeping Services, please provide the following:

Summary Client Information - Accounting, Bookkeeping, Compilations:

# of Monthly Clients \_\_\_\_\_ Avg Fee \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

# of Quarterly Clients \_\_\_\_\_ Avg Fee \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

# of Annual Clients \_\_\_\_\_ Avg Fee \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

Have You Attempted to Sell Before: Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, Explain What Was Done: \_\_\_\_\_

\_\_\_\_\_

Number of Employees:

Year-round F/T \_\_\_\_\_ P/T \_\_\_\_\_ Contract \_\_\_\_\_

During Tax/Season F/T \_\_\_\_\_ P/T \_\_\_\_\_ Contract \_\_\_\_\_

What are their positions? \_\_\_\_\_

Are your employees aware of the sale? \_\_\_\_\_

Will any of them likely stay after the sale? \_\_\_\_\_

Which one(s) \_\_\_\_\_

Would you like to remain after the sale? \_\_\_\_\_ How Long? \_\_\_\_\_

Your desired compensation: \_\_\_\_\_

Will you sign a non-compete agreement with the buyer? \_\_\_\_\_



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Unusual Characteristics of practice: \_\_\_\_\_

Are there any disputes with the landlord? Yes \_\_\_\_\_ No \_\_\_\_\_

Is there any pending litigation? Yes \_\_\_\_\_ No \_\_\_\_\_

Has your license ever been suspended or revoked? Yes \_\_\_\_\_ No \_\_\_\_\_

What qualities do you find most important in your successor? \_\_\_\_\_

Comments \_\_\_\_\_

Please attach the following:

- Current YTD P&L
- Past 3 year's "Cash Basis" Profit & Loss statements

\_\_\_\_\_  
Seller Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Thanks for helping us find you the perfect Buyer for your practice! Please fax back to us at (866) 512-1792, e-mail to [Lynn@ATBCal.com](mailto:Lynn@ATBCal.com), or mail to our offices, 300 W. Grand Avenue, Suite 205, Escondido, CA 92025.