

Practice Continuation Check List
Practice Analysis Check List

	Service Provided												Income Taxes						Description of other services	Average Fees	How are fees determined
	Legal From	Public/ Private	Write up	Payroll	payroll Taxes	payroll tax deposit	Sales Taxes	Property Tax	Other	Compilation	Review	Audit	Sch "C"	1120	1120 S	1065	990	No. of 1040s			
Client Name																					
Address																					
Address																					
City, State Zip Code																					
Contact Person(s): - Phone No.(s)																					

In the event of death or disability what is more important is knowing the weekly, monthly, quarterly filing requirements.
Also needs to have a clear way of telling what items are on extension that need to be done timely.
Due date monitoring system is extremely important to protect the client and the firm from liability.