New client acceptance form

FORM TEMPLATE

Check this template against your local regulations and your own policies before you use it.

Name _____ Role _____ Date _____

* Required

Client name *

_____

Entity type *

○ Individual ○ Company ○ Trust ○ Partnership ○ Sole trader ○ Not-for-profit ○ Other

Services *

☐ Tax returns ☐ Bookkeeping ☐ Payroll ☐ Financial statements ☐ Audit or review ☐ Advisory ☐ Other

Identity verified? *

☐ Yes ☐ No

Money laundering risk rating *

○ Low ○ Medium ○ High

Conflict check done? *

☐ Yes ☐ No

Fee estimate

_____

Recommendation *

Accept or decline, and why.

For the reviewer

Reviewed by _____ Decision _____ Date _____ Notes _____