

# TAXES *by* KPR

TAX • BOOKKEEPING • BUSINESS SERVICES

## Bookkeeping Client Checklist

Use this checklist to provide the information needed to begin bookkeeping services.

### Business Information

- Business Name
- EIN
- Business Address
- Business Formation Documents
- Owner(s) Information

### Financial Accounts

- Business Bank Account Information
- Business Credit Card Information
- Loan Information (if applicable)
- Merchant Processor Information (Square, Stripe, PayPal, etc.)

### Accounting Software

- QuickBooks Online Access
- Xero Access (if applicable)
- Other Accounting Software Login Information

### Income Information

- Sales Reports
- Invoices Issued
- Customer Payment Records
- POS System Information (if applicable)

### Expense Information

- Business Expense Receipts
- Vendor Information
- Recurring Monthly Expenses
- Payroll Information

### Prior Records

- Previous Year's Financial Statements
- Prior Bookkeeping Records
- Most Recent Tax Return

### Additional Information

- Preferred Contact Method
- Monthly Bookkeeping Needs
- Questions or Concerns

**Important:** Please provide all business financial records, even if you are unsure whether they are needed for bookkeeping services.