

BOOKKEEPING CLIENT CHECKLIST

Business Information

- ☐ Business Name
- ☐ EIN
- ☐ Business Address
- ☐ Formation Documents (if new business)
- ☐ Owner(s) Information
- ☐ Industry / Type of Business
- ☐ Business Start Date

Income Information

- ☐ Sales Reports
- ☐ Invoices Issued
- ☐ Customer Payment Records
- ☐ POS System Information
- ☐ Merchant Processor Reports
- ☐ Other Income Documentation

Financial Accounts

- ☐ Business Bank Statements / Access
- ☐ Business Credit Card Statements / Access
- ☐ Loan Information (if applicable)
- ☐ Merchant Processor Information (Square, Stripe, PayPal, Clover, Shopify, etc.)
- ☐ Business Savings Account Information
- ☐ Lines of Credit (if applicable)

Expense Information

- ☐ Business Expense Receipts
- ☐ Vendor Information
- ☐ Recurring Monthly Expenses
- ☐ Payroll Information
- ☐ Contractor Information (1099 Vendors)

Accounting Software

- ☐ QuickBooks Online Access
- ☐ QuickBooks Desktop Backup File (if applicable)
- ☐ Xero Access (if applicable)
- ☐ Other Accounting Software Access
- ☐ Current Chart of Accounts (if available)

Payroll Information

- ☐ Payroll Provider Information
- ☐ Employee List
- ☐ Payroll Reports
- ☐ Forms 941, 940, W-2, and State Payroll Filings

Liabilities & Payables

- ☐ Accounts Payable Information
- ☐ Loan Information

Prior Records

- ☐ Previous Year's Financial Statements
- ☐ Prior Bookkeeping Records
- ☐ Most Recent Business Tax Return
- ☐ Prior Year Balance Sheet
- ☐ Prior Year Profit & Loss Statement

Sales Tax Information

- ☐ Sales Tax Permit Information
- ☐ Sales Tax Filing Frequency

Monthly Bookkeeping

Preferences

- ☐ Frequency of Services (Monthly, Quarterly, Annual)
- ☐ Preferred Method for Sharing Documents
- ☐ Preferred Contact Method
- ☐ Special Reporting Requests

Additional Information

- ☐ Outstanding Loans or Financing
- ☐ Inventory Tracking Requirements
- ☐ Sales Tax Filing Requirements
- ☐ Additional Notes or Special Requests

Important: Please provide all business financial records, statements, and supporting documentation, even if you are unsure whether they are needed for bookkeeping services. Providing complete information helps ensure accurate and timely bookkeeping.