Bookkeeping Services

Client Onboarding Checklist

Business Information

- ☐ Legal business name and EIN
- ☐ Business structure (LLC, S-Corp, C-Corp, Partnership, Sole Proprietorship)
- ☐ Industry/nature of business

Accounting Software Access

- ☐ Name of accounting software used (QuickBooks, Xero, FreshBooks, etc.)
- ☐ Admin or accountant access credentials
- ☐ Software subscription status (active/expired)

Bank & Financial Accounts

- ☐ All business bank account statements (last 3 months)
- ☐ Business credit card statements (last 3 months)
- ☐ Online banking credentials for bank feed connection
- ☐ Merchant account statements (PayPal, Stripe, Square, etc.)

Prior Financial Records

- [ ] Previous year's financial statements (P&L and Balance Sheet)
- [ ] Prior year's tax return
- [ ] Year-to-date transaction records or trial balance

Outstanding Items

- [ ] Unpaid bills and invoices
- [ ] Outstanding accounts payable/receivable reports
- [ ] Loan documents and payment schedules

Additional Information (If Applicable)

- [ ] Payroll system access and recent payroll reports
- [ ] Inventory tracking method and current valuation
- [ ] Sales tax permit numbers and filing frequency
- [ ] List of related entities (for multi-entity businesses)

Service Scope Agreement

- [ ] Preferred deliverables (P&L, Balance Sheet, Cash Flow, etc.)
- [ ] Reporting frequency (weekly, monthly, quarterly)
- [ ] Monthly close deadline and report delivery date
- [ ] Primary contact person and communication preferences