

New Client Bookkeeping Checklist

CLIENT PREPARATION / GETTING STARTED

Use this checklist to prepare for your first bookkeeping conversation. Check off the items you have gathered and discuss any questions with your bookkeeper.

Business Information

- ☐ Legal business name
- ☐ Doing-business-as or trade name, if applicable
- ☐ Business entity type
- ☐ Business address
- ☐ Primary business contact information
- ☐ Federal Employer Identification Number or other tax identification information, when needed
- ☐ State tax registration information, when applicable
- ☐ Fiscal year-end, if different from the calendar year
- ☐ Accounting method, if known

Accounting System

- ☐ Name of accounting software currently used
- ☐ QuickBooks Online subscription level, if applicable
- ☐ Accountant or bookkeeper access provided through the accounting platform
- ☐ Beginning date for bookkeeping services
- ☐ Prior bookkeeping or cleanup issues that should be reviewed
- ☐ Chart of Accounts reviewed
- ☐ Opening balances or prior-period balances available

Bank and Credit Card Accounts

- ☐ List of all business checking accounts
- ☐ List of all business savings accounts
- ☐ List of all business credit cards
- ☐ List of payment-processing accounts, when applicable
- ☐ Statements available for the period being reviewed
- ☐ Business and personal transactions separated as much as possible

Everyday transactions

CLIENT PREPARATION / EVERYDAY TRANSACTIONS

Income and Customer Activity

- ☐ Description of how the business earns revenue
- ☐ Customer invoicing process identified
- ☐ Accounts receivable process identified
- ☐ Merchant processors identified
- ☐ Cash, check, credit-card, ACH, or other payment methods identified
- ☐ Outstanding customer invoices reviewed
- ☐ Deposits and payment activity understood

Expenses and Vendor Activity

- ☐ Major recurring expenses identified
- ☐ Vendor bill process identified
- ☐ Accounts payable process identified
- ☐ Major vendors identified
- ☐ Contractor relationships identified
- ☐ W-9 collection process reviewed, when applicable
- ☐ Business reimbursement process identified

Payroll

- ☐ Payroll provider identified, when applicable
- ☐ Payroll frequency confirmed
- ☐ Employee and contractor classifications reviewed
- ☐ Payroll tax accounts identified
- ☐ Payroll reports available
- ☐ Outstanding payroll liabilities identified

Obligations & owner activity

CLIENT PREPARATION / OBLIGATIONS & OWNER ACTIVITY

Sales Tax and Other Compliance

- ☐ Sales-tax registration status reviewed, when applicable
- ☐ Filing frequency identified
- ☐ Sales-tax accounts in QuickBooks reviewed
- ☐ Other state or local filing obligations identified when applicable
- ☐ Current notices or unresolved tax correspondence identified

Loans, Financing, and Assets

- ☐ Business loans identified
- ☐ Lines of credit identified
- ☐ Equipment or vehicle financing identified
- ☐ Loan statements or amortization information available
- ☐ Major equipment, vehicles, and other fixed assets identified
- ☐ Recent asset purchases or disposals identified

Owner Activity

- ☐ Owner contributions identified
- ☐ Owner draws or distributions identified
- ☐ Owner reimbursements identified
- ☐ Personal expenses paid from business accounts identified
- ☐ Business expenses paid personally identified

A clear path forward

CLIENT PREPARATION / A CLEAR PATH FORWARD

Bookkeeping Workflow

- ☐ Monthly bookkeeping responsibilities clarified
- ☐ Documents the client will provide identified
- ☐ Document-delivery method established
- ☐ Monthly cutoff or document deadline established
- ☐ Questions and exceptions process established
- ☐ Financial reports to be provided identified
- ☐ Communication preferences confirmed
- ☐ Primary point of contact confirmed

Before Bookkeeping Begins

- ☐ Prior-period books reviewed for completeness
- ☐ Outstanding reconciliations identified
- ☐ Uncategorized or duplicate transactions identified
- ☐ Accounts needing cleanup identified
- ☐ Beginning balances confirmed
- ☐ Scope of ongoing bookkeeping services agreed upon

Protect Sensitive Information

Do not send Social Security numbers, bank account credentials, tax identification numbers, payroll records, or other sensitive financial information through a public website contact form or unsecured email. Use the secure document-sharing method provided for client records.

Every business is different.

Not every item on this checklist will apply to every business. The goal is to gather enough information to understand how the business operates, how transactions flow, and what is needed to maintain accurate books going forward.

A good bookkeeping relationship starts with a clear understanding of your business.

Gathering the right information at the beginning helps reduce confusion, prevent delays, and create a smoother monthly bookkeeping process.

Ready to get your bookkeeping organized? Schedule a Consultation.