

Financial Document Checklist

A practical guide to gathering the records your bookkeeper may need.

Business: _____

Period: _____

01 Bank and Credit Card Records

- ☐ Bank statements for all business checking and savings accounts
- ☐ Credit-card statements for all business cards
- ☐ Statements for payment-processing accounts when applicable
- ☐ Records for business transfers between accounts
- ☐ Documentation for unusual or large transactions

02 Income and Customer Records

- ☐ Customer invoices
- ☐ Sales receipts
- ☐ Records of customer payments
- ☐ Accounts receivable reports
- ☐ Merchant processor reports, when applicable
- ☐ Records of refunds, credits, or chargebacks

03 Expenses and Vendor Records

- ☐ Vendor bills and invoices
- ☐ Purchase receipts
- ☐ Accounts payable reports
- ☐ Records of recurring business expenses
- ☐ Documentation for significant or unusual purchases
- ☐ Contractor and vendor information, including W-9s when applicable

04 Payroll Records

- ☐ Payroll reports
- ☐ Payroll tax filings
- ☐ Records of payroll tax payments
- ☐ Employee reimbursement records
- ☐ Year-end payroll forms, when applicable

05 Loans, Financing, and Liabilities

- ☐ Loan statements
- ☐ Financing agreements
- ☐ Lines-of-credit statements
- ☐ Equipment or vehicle financing documents
- ☐ Documentation showing principal, interest, and current balances

Check off records as you gather them. Mark items that do not apply as N/A.

Financial Document Checklist

A practical guide to gathering the records your bookkeeper may need.

Gather the records that apply to your business and the period under review.

06 Assets and Major Purchases

- ☐ Equipment purchase documents
- ☐ Vehicle purchase documents
- ☐ Computer and technology purchases
- ☐ Lease agreements
- ☐ Records for assets sold, traded, or disposed of
- ☐ Supporting documents for major improvements or capital purchases

07 Taxes and Government Records

- ☐ Sales-tax returns and payment confirmations, when applicable
- ☐ Payroll tax notices and filings
- ☐ Income-tax notices or correspondence
- ☐ Estimated tax payment records when relevant
- ☐ State or local tax correspondence
- ☐ Information-return records such as 1099 documentation, when applicable

08 Owner and Equity Activity

- ☐ Records of owner contributions
- ☐ Owner draws or distributions
- ☐ Reimbursements paid to or by owners
- ☐ Documentation for personal funds used for business expenses

09 Other Important Records

- ☐ Insurance documents related to the business
- ☐ Business leases
- ☐ Significant contracts
- ☐ Prior-year financial statements
- ☐ Prior-year tax returns when needed for reference
- ☐ Tax notices or other financial correspondence
- ☐ Any documents supporting transactions that may require explanation

Before Sending Documents

Only send documents that are actually needed. Use a secure document-sharing method for records containing bank account numbers, Social Security numbers, tax identification numbers, payroll information, or other sensitive data.

Good records make good bookkeeping possible.

Keeping documents organized throughout the year makes monthly bookkeeping, year-end review, and tax preparation much easier.

Need help organizing your financial records? Schedule a Consultation.

www.highplainsbookkeeping.com