



On Track Bookkeeping

Your Virtual Bookkeeper

New Client Document Checklist

Initial Items Needed:

- _____ Copy of most recently completed tax return
- _____ Access to current accounting software (for instance, add as Accountant user to QBO)
- _____ If you do not have access to your current accounting software (for example if your previous bookkeeper maintained your file in their system), ask for an electronic backup copy of your file (you are entitled to this data as it is work you have already paid for). If you cannot obtain a copy of your data file, we will need the following, as we must completely reconstruct your financial information:
 - _____ Current year-to-date *General Ledger* report
 - _____ Current *Trial Balance* report
 - _____ Year-to-date *Profit & Loss* report
 - _____ Current *Balance Sheet* report
 - _____ Most recent *Bank Reconciliation* report which includes any outstanding transactions
 - _____ Year-to-date *Check Register*
 - _____ Current *Accounts Receivable* detail report (if applicable)
 - _____ Current *Accounts Payable* detail report (if applicable)
 - _____ Most recent *Loan Statements*
 - _____ Most recent *Credit Card Statements*
 - _____ Year-to-date *Payroll Reports* (must show details of gross wages, payroll taxes, and deductions for each employee, as well as copies of all payroll tax reports filed and payroll tax payments made)
 - _____ Fixed asset listing
- _____ Direct read-only access to business bank account and credit cards (can usually be set up through your online log in) or alternately, bank and credit card statements year to date
- _____ Recurring Automatic Payment Authorization form
- _____ If we are processing your payroll, we need for each employee: W4, WT-4, I-9, pay rate, and deduction details
- _____ Contact information for your tax preparer



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Ongoing Document Collection:

- _____ Monthly bank and credit card statements (if read-only access cannot be provided)
- _____ A listing of all pre-authorized direct deposits and withdrawals on your bank and credit card statements
- _____ Images of deposit slips w/check copies and invoice number paid if applicable (or similar documentation showing same details such as a deposit log)
- _____ Listing of customer payments received by other methods – i.e. credit card, ACH (invoice #, date, amount, payment method)
- _____ List of current outstanding customer invoices (accounts receivable listing)
- _____ Images of checks issued (or similar documentation showing same details – such as check register – with notations identifying the expense)
- _____ Payroll documentation:
 - If you are processing – all reports detailing gross pay, tax calculations, as well as tax payments made and reports filed.
 - If we are processing – timesheets and other supporting documentation (commissions, deductions, etc) submitted minimum of 2 business day prior to paycheck date for payments issued by check, or 4 business days prior to paycheck date for direct deposit.
- _____ Vendor payments:
 - Details of what was paid (match up to check register information), and what you have received but have not yet paid if you are accrual basis.
- _____ If you accept credit card payments, card processor monthly settlement report
- _____ Loan statements, including documentation for any new loans (must show principal amount, interest rate and lender information)
- _____ Details on purchase or sale of any capital assets
- _____ Details on any owner withdrawals or contributions

**Note that the need for some of these items can be eliminated if we are using QuickBooks Online and your bank accounts are connected via the bank feed.*