



## Onboarding Checklist

Please use this guide as a reference when gathering your business books



### Document

- ☐ Legal Entity EIN IRS Proof OR SSN
- ☐ Signed Contract
- ☐ Bank account documents full statement including beginning and ending monthly balances for current year and or prior years needed
- ☐ Additional financial/ banking statements if applicable PayPal Stripe etc. all merchant information must be included
- ☐ Checks received/ deposited & written for current year or prior years needed
- ☐ Voided checks or check number for current year or prior years needed
- ☐ Business credit card statements full statement including beginning and ending monthly balances if applicable for current year or prior years needed
- ☐ Receipts- paper or electronic for current year or prior years needed
- ☐ List of business assets if applicable for current year or prior years needed
- ☐ List of Liabilities / debts from business for current year or prior years needed

- ☐ List of utilities/ expenditures current year or prior years needed  
Bookkeeper will review and communicate with client if discrepancies arise- upload ONE statement of EACH utility paid out of business account if applicable for business purposes-must include physical business address for verification

NUMBER OF BUSINESS BANK ACCOUNTS \_\_\_\_

NUMBER OF 3<sup>RD</sup> PARTY MERCHANTS (MONEY IN MONEY OUT) PAYPAL ETC.  
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List below:

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Payroll for all employees and years  
Pay for contractors and 1099's

Any additional information you think is necessary for bookkeeping purposes and business tracking.

