FINANCIAL RECORD ORGANIZATION CHECKLIST

Please bring the following documents.

Personal & Business Identification

☐ Legal names

☐ Structure

☐ EIN/Tax ID

☐ SSN

Bank & Credit Card Accounts

☐ Bank statements

☐ Credit card statements

☐ Online banking access

☐ Loan/line-of-credit statements

Income Documentation

☐ Pay stubs or W-2

☐ 1099 forms

☐ Invoices issued

☐ Processor statements

☐ Rental income records

Expense Documentation

☐ Business & personal receipts

☐ Utility/phone/internet bills

☐ Lease/rent/mortgage

☐ Subscriptions/software/memberships

☐ Travel/meals/entertainment

☐ Payroll & benefits

Asset & Liability Documentation

☐ Fixed asset purchases

☐ Depreciation schedules

☐ Loan statements & schedules

☐ Lease agreements

Tax Records

☐ Federal & state tax returns (3–5 years)

☐ Sales tax filings/payments

☐ Estimated tax payments

☐ Tax notices & correspondence

Investment & Retirement Accounts

☐ Brokerage statements

☐ Mutual fund statements

☐ Retirement accounts

☐ Dividend & interest statements

Supporting Documentation for Deductions

☐ Charitable contributions

☐ Education expenses

☐ Medical expenses & insurance premiums

☐ Childcare expenses

Organization & Categorization

☐ Separate personal vs business

☐ Label by category

☐ Chronological organization

☐ Digital copies

☐ Cloud storage

Additional Notes

☐ Pending documents to collect

☐ Special reporting or audit requirements

☐ Client filing preferences