# MONTHLY BOOKKEEPING CLIENT CHECKLIST

Please bring the following documents.

## Business Information

☐ Legal name/DBA

☐ Structure

☐ EIN

☐ Address/contact

☐ States of operation

## Bank Accounts

☐ Bank statements

☐ Online banking access (optional)

☐ Previous reconciliations

## Credit Cards & Loans

☐ Credit card statements

☐ Loan statements

☐ Payment schedules and terms

## Income Documentation

☐ Invoices issued

☐ Payment receipts

☐ Contracts/agreements

☐ Processor statements (Stripe, PayPal, Square)

## Expense Documentation

☐ Receipts

☐ Bills for utilities/rent/internet/phone

☐ Payroll reports

☐ Merchant/service fees & subscriptions

☐ Travel/meals/entertainment receipts

## Payroll (if applicable)

☐ Payroll reports

☐ Tax withholding summaries

☐ Benefits/retirement

☐ Forms 941, 940, W-2, W-3

## Assets & Liabilities

☐ Fixed asset purchases

☐ Depreciation schedules

☐ Lease agreements

☐ Loans & liabilities

## Accounting Systems

☐ Software login

☐ Previous records/spreadsheets

☐ Chart of accounts

## Tax Documents

☐ Sales tax filings

☐ Previous year tax returns

☐ Estimated tax payments

☐ Deduction documentation

## Additional Notes

☐ Specific transactions requiring clarification

☐ Pending invoices

☐ Special reporting requirements

☐ Client questions/preferences