

New business client checklist

Client name _____

Date _____

Everything we need to manage your business's books and filings.

Always needed

- ☐ Signed engagement letter
- ☐ Formation documents, file-stamped by the Secretary of State
 - ☐ Articles of Incorporation (corporation) or Articles of Organization (LLC)
 - ☐ Name reservation letter, if one was filed
- ☐ IRS EIN notice (CP575), or Letter 147C if the original is lost
- ☐ For each owner
 - ☐ Full legal name
 - ☐ Social Security number
 - ☐ Date of birth
 - ☐ Copy of driver's license
 - ☐ Address
 - ☐ Ownership percentage
- ☐ Bank and credit card statements, or read-only access to those accounts
- ☐ IRS Form 8821 or Form 2848, if you want us to see or act on the business's IRS account

Existing businesses only

- ☐ Last year's tax return, with the depreciation schedule
- ☐ Access to your current bookkeeping software
- ☐ Contact details for your previous bookkeeper or accountant, for the handoff

If you already run payroll

- ☐ This year's quarterly reports
 - ☐ Federal Form 941
 - ☐ State withholding
 - ☐ State unemployment (Department of Labor)
- ☐ State revenue portal access
- ☐ State unemployment agency portal access

If you already collect sales tax

- ☐ State sales tax license
- ☐ Local (city or county) tax account numbers
- ☐ State revenue portal access

How to send these

Upload them through your secure client portal.