



New Bookkeeping Client Business Item Check List

- SS-4 from IRS giving you your Federal Tax ID Number
- If LLC, IRS Documents for how business is taxed
- Sales and Use Tax Permits and any current tax year payments and reports
- Bank Statements from start of current tax year to most recent with copies of checks attached
- Deposits made from start of current tax year
- Credit Card statements from start of current tax year to most recent
- Payroll Reports and Tax Deposits for current tax year
- Any personal paid business receipts to be added to equity
- List of all assets
- List of all liabilities

Please Note: This is an initial list that will be needed to get started creating or correcting your books.

There may be additional items requested that will be needed to complete your books.