Helping Hand Accounting Services LLC

Cynthia L. Bopp, EA

New Business Client Document Checklist

________ Copy of most recently filed tax return, including depreciation schedule

________ Access to current QuickBooks file
- ________ Add as us as an Accountant user to QBO
- ________ Backup copy of QuickBooks file from previous Accountant
  (you are entitled to this data as it is work you already paid for)

________ If you are uunable to obtain a copy of your QuickBooks file, we will need the following to reconstruct your financial information:
- ________ Year-to-date Trial Balance
- ________ Year-to-date General Ledger
- ________ Year-to-date Profit & Loss
- ________ Year-to-date Balance Sheet
- ________ Most recent bank statement with bank reconcilitation including outstanding transactions

________ Year-to-date check register

________ Year-to-date Accounts Receivable Summary with detail report

________ Year-to-date Accounts Payable Summary with detail report

________ Most recent credit card statements

________ Most recent loan statements with loan amortization schedules if available

________ ***Direct Access Account Information Form*** for the following:
- ________ Direct access to business bank and credit card accounts
- ________ Direct access to payroll account (payroll reports and tax reports access only)
- ________ Direct access to Line of Credit accounts

________ If we will be filing your sales tax, we will need your state ID# and PIN

________ If we will be filing your 1099's
- ________ Copy of prior year 1099's filed to gather subcontractor information
- ________ W-9's for any new subcontractors

________ ***Recurring Automatic Payment Authorization Form***

________ Contact information for your tax preparer (if taxes will not be filed by us), including name, email and phone number