

BOOKKEEPING  
ONBOARDING

*Checklist*



HONEST  
EST. BUCK 2007  
ACCOUNTING

# Bookkeeping INTAKE FORM

## 1. PRIOR BOOKKEEPING FILES

- QuickBooks Desktop Back-Up (If Applicable) \_\_\_\_\_
- Add us as an accountant user  
for current bookkeeping software (If Applicable) \_\_\_\_\_

## 2. BANK STATEMENTS

- Log-In Access to Bank Account (If Applicable) \_\_\_\_\_
- Bank and Credit Card Statements for past 12 months \_\_\_\_\_

## 3. PAYROLL

- EFTPS Log-In \_\_\_\_\_
- Workers Compensation Filing Log-In \_\_\_\_\_
- State Unemployment Filing Log-In \_\_\_\_\_
- Form 940 & 940 for Past 12 Months \_\_\_\_\_
- W-4's and I-9's for All Employees \_\_\_\_\_

## 4. FEDERAL TAXES

- Prior Year Federal Tax Return \_\_\_\_\_
- Record of Estimated Taxes Paid for Past 12 Months \_\_\_\_\_
- EIN Number \_\_\_\_\_

## 5. STATE TAXES

- Dept of Revenue Log-In \_\_\_\_\_
- Any Other State Tax Log-In \_\_\_\_\_

## 6. CITY TAXES

- City Tax Filing for Past 12 month \_\_\_\_\_
- City Online Tax Filing Log-In \_\_\_\_\_

## 7. CONTACT LIST

- Email Addresses of All Individuals  
That Should be Copied on Accounting Related Messages

## 8. SPECIAL REQUESTS

- Financial Statement Delivery Dates \_\_\_\_\_
- Financial Information Requests  
other than Income Statement and Balance Sheet

### *Getting Things Started*

Once all requested documents are received and permissions are granted, we will assign a project manager and bookkeeper to your account.

### *Laying the Groundwork*

Your bookkeeper will work on classifying transactions each week.

### *Putting on the Finishing Touch*

After the close of each month, your project manager will review your financials and ask for any clarification that is needed before sending your financial statements.

### *Signed, Sealed, Delivered*

Financials will be emailed to you once per month (unless otherwise agreed upon). They will include an Income Statement, Balance Sheet, and Statement of Cash Flows. Additional reports are available upon request.

## NOTES

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Please send all requested info to [team@honestbuck.com](mailto:team@honestbuck.com)



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