Fleming&Associates

New Client Document Checklist

Initial Items Needed:

______ Copy of most recently completed tax return

______ Access to Quickbooks (go to Manage Users-Accounting Firms-enter my email Flemingassoc3@gmail.com

______ Direct read-only access to business bank account and credit cards (can usually be set up through your online log in) or alternately, bank and credit card statements year to date

______ Recurring Automatic Payment Authorization form

______ If we are processing your 1099s, we need for each contractor: W9

______ Contact information for your tax preparer

Ongoing Document Collection:

______ Monthly bank and credit card statements (if read-only access cannot be provided)

______ Payroll documentation:

– all reports detailing gross pay, tax calculations, as well as tax payments made and reports filed.

______ Invoicing

If we are invoicing, what is the structure of the invoicing (monthly amount per customer)

______ Vendor bills (images/PDFs):

If we are paying vendors, please indicate method of receiving bills

______ Loan statements, including documentation for any new loans (must show principal amount, interest rate and lender information)

______ Details on purchase or sale of any capital assets

______ Details on any owner withdrawals or contributions