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New Client Intake Checklist

A simple, organized list of everything you'll need before working with a bookkeeper.

Business Information

- ☐ Legal business name
- ☐ DBA (if applicable)
- ☐ EIN
- ☐ Business address & mailing address
- ☐ Entity type (LLC, S-Corp, Sole Prop, etc.)

Accounting & Financial Access

- ☐ Access to your accounting software (QuickBooks, Xero, etc.)
- ☐ Bank account logins or view-only access
- ☐ Credit card logins or statements
- ☐ Payment processor access (Stripe, Square, PayPal, etc.)
- ☐ Payroll provider access (Gusto, ADP, QuickBooks Payroll, etc.)

Documents & Reports

- ☐ Most recent bank statements
- ☐ Most recent credit card statements
- ☐ Prior year tax return
- ☐ Loan documents (if applicable)
- ☐ Sales tax filings (if applicable)
- ☐ 1099 contractor list (if applicable)

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Financial Activity

- ☐ List of recurring expenses
- ☐ List of recurring income streams
- ☐ Current Chart of Accounts (if one exists)
- ☐ Any outstanding bookkeeping issues or concerns
- ☐ Notes on anything unusual (refunds, chargebacks, loans, owner draws)

Operational Details

- ☐ How you currently track receipts
- ☐ How you send invoices
- ☐ How you pay bills
- ☐ Whether you use cash, accrual, or hybrid accounting
- ☐ Any deadlines or compliance requirements coming up

This checklist helps you gather the essential documents and access points needed for a smooth onboarding experience. It's designed to make the process feel calm, clear, and manageable — whether you're hiring a bookkeeper for the first time or transitioning from DIY.

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