



# Set Up Checklist

Bookkeeping Checklist		
	Check here	Comments
Trade or Company Information	<input type="checkbox"/>	Bank Information, EIN, Voided Check
All Business Bank Statements for all business accounts	<input type="checkbox"/>	Checking & Savings
Business Loan Statements	<input type="checkbox"/>	If applicable
Check stubs	<input type="checkbox"/>	
Expenses: Receipts Cash Receipts	<input type="checkbox"/>	Please label what type of expense. <i>Example:</i> Materials & Supplies, Office expense, etc.
Sales Invoices	<input type="checkbox"/>	
Payroll Checklist		
	Check here	Comments
Trade or Company Information	<input type="checkbox"/>	Bank Information, EIN, Voided Check
Employees W-4	<input type="checkbox"/>	Name, Address, Social Security Number. Form needs to be filled out complete.
Employees Pay frequently and Pay rate	<input type="checkbox"/>	
Employees Deductions or Benefits	<input type="checkbox"/>	Child Support, Uniforms, loans from employer
Other		
	Check here	Comments
Tax Return	<input type="checkbox"/>	From _____ to _____
Depreciation	<input type="checkbox"/>	Statements

## Additional Comments

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