Check List for New Clients:

To Get Started:

- Back up copy of your current accounting software (Via Dropbox) if applicable
- List of all Banking Accounts (I.e. checking, savings, LOC, loans)
- List of all Credit Cards used
- All user names and passwords for all online banking. We can use your current ones or you can set us up with the bank to have our own (preferred).
- List of all Security Questions and Answers for online accounts
- For bill paying, put us on the signature card or set up bill pay through online banking.
- Credit card to set up Quickbooks online account, which you will have access.
- CPA Firm that you are working with and contact information.
- A List of any other kind of website that you might be using for your business/personal with user names and passwords
- EIN# or SS#

If you have Payroll:

- The state Dept. of Revenue: user name and password
- The state Dept. of Labor: user name, password and PIN
- EFTPS: EIN#, Password and PIN
- Bank account information that the Payroll would be processed through
    - Routing Number, Account number
- Original Letter from the IRS notifying you of the EIN number that was assigned to you.
- W-4's and list of all employees. Any garnishments or deductions concerning employee payroll. Vacation and Holiday pay. 401K contributions.