**New Client Onboarding Checklist**

**Engagement**

[ ]  Signed Engagement Letter and Payment Authorization Form

[ ]  Create recurring sales receipt in QBOA for monthly fees - 1st of month for upcoming month’s services

[ ]  QuickBooks Online Accountant access to QBO file

**Business Entity**

[ ]  Entity Formation Documents

 Sole Proprietorship: DBA Registration

 Partnership: Filing documents & Partnership Agreement

 LLC: Articles of Organization & Operating Agreement

 Corporation: Articles of Incorporation

[ ]  EIN Letter

[ ]  List of Owners and Ownership Percentages

**Bookkeeping**

[ ]  Read-Only Access to Online Banking

[ ]  Read-Only Access to Online Credit Card Accounts

[ ]  Sign-in info for PayPal, Square, and any other relevant accounts

[ ]  Sign-in info for payroll service account

[ ]  Liability Information (Mortgages, Loans, Lines of Credit)

[ ]  Sales Tax ID Number and Filing Requirements (if applicable)

**Payroll (if managing payroll function)**

[ ]  Employee Listing with Social Security Numbers, addresses, salary and wage info, withholding rates, reimbursement and benefit deduction info, sick and vacation pay details, direct deposit details, and employee start date.

[ ]  W-4 (and state equivalent) and I-9 on File for All Employees

[ ]  YTD Payroll Information (Summary & Detail)

[ ]  State Unemployment Account Number and Rates

**Tax (especially if performing a cleanup engagement)**

[ ]  Prior Year Tax Returns