**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