

**BOOKKEEPING SERVICES CHECKLIST**

Use the following checklist to gather information needed to establish your payroll account; upload documents to your secure ShareFile folder (as provided by J&S). If you have questions, please contact [janel@jsaccountingservice.com](mailto:janel@jsaccountingservice.com).

Basic Information	
<input type="checkbox"/> Incorporation document of business Entity <input type="checkbox"/> Opening Trial Balance	<input type="checkbox"/> Previous year's tax return <input type="checkbox"/> Access to electronic bookkeeping files <i>(QuickBooks Online/Remote Desktop)</i>
Sales	Payroll
<input type="checkbox"/> Invoices issued to clients/clients <input type="checkbox"/> Details of advance payments received from clients/customers	<input type="checkbox"/> Payroll details of employees <input type="checkbox"/> Details of salary paid and calculation
Cash & Bank	
<input type="checkbox"/> Cash receipts <input type="checkbox"/> CASH payment book (if maintained) <input type="checkbox"/> Bank statements (or online access) <input type="checkbox"/> Credit Card statements (or online access)	<input type="checkbox"/> Check stubs <input type="checkbox"/> Invoices received for expenses incurred <input type="checkbox"/> Receipts/invoices for purchase of fixed assets <input type="checkbox"/> Receipt of payment of taxes
Other Relevant Transactions	
<input type="checkbox"/> List of inventory items involved in business Summary of any major event during the year <input type="checkbox"/> Payments made to shareholders <input type="checkbox"/> Loan statement for a loan taken from the bank/financial institution	<input type="checkbox"/> Details of withholding taxes paid (if any) <input type="checkbox"/> Returns filed with tax authorities <input type="checkbox"/> Any correspondence with government authorities