

Master Document Request Checklist

Use this checklist for cleanup, catch-up, conversion, or a new recurring bookkeeping relationship. Not every item applies to every business.

NOTE

Security rule: never send passwords or full banking credentials by ordinary email. Use the bank, QBO, payroll provider, or other platform to grant appropriate access whenever possible.

Identity and prior-year reference

- ☐ Business legal name / DBA
- ☐ Entity type and state of formation
- ☐ EIN confirmation if needed for setup
- ☐ Most recent business tax return
- ☐ Prior-year financial statements
- ☐ Prior accountant year-end journal entries / trial balance
- ☐ Depreciation or fixed-asset schedule

Cash and credit

- ☐ Bank statements
- ☐ Credit-card statements
- ☐ Savings / money-market statements
- ☐ Loan / line-of-credit statements
- ☐ Loan amortization schedules
- ☐ Merchant processor statements (Stripe, Square, PayPal, etc.)
- ☐ Cash-on-hand or petty-cash records if material

Customers and income

- ☐ Open customer invoices
- ☐ Accounts receivable aging
- ☐ Customer deposits / retainers / unearned revenue details
- ☐ Sales reports from external systems
- ☐ 1099-K / processor summaries when useful
- ☐ Project / job list and open work

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Vendors and expenses

- ☐ Unpaid vendor bills
- ☐ Accounts payable aging
- ☐ Vendor statements for disputed / old balances
- ☐ Major purchase receipts or fixed-asset invoices
- ☐ Lease agreements
- ☐ Recurring subscription / software list

Payroll and people

- ☐ Payroll provider access or reports
- ☐ Year-to-date payroll register
- ☐ Payroll tax filings
- ☐ Employee / contractor list
- ☐ Outstanding payroll liabilities
- ☐ 1099 contractor information as applicable

Taxes and compliance

- ☐ Sales-tax reports / filings
- ☐ Payroll-tax notices or correspondence
- ☐ Business license / registration information when relevant
- ☐ Prior notices affecting the books

Owner and equity activity

- ☐ Owner contributions
- ☐ Owner draws / distributions
- ☐ Personal purchases paid for the business
- ☐ Business purchases that were personal
- ☐ Shareholder / partner loans
- ☐ Equity changes requiring explanation

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Migration / conversion

- ☐ Export or backup from prior accounting system
- ☐ General ledger export
- ☐ Trial balance export
- ☐ Customer and vendor exports
- ☐ Open A/R and A/P detail
- ☐ Inventory export if applicable
- ☐ List of integrations or connected apps

Client notes

Items unavailable, not applicable, or requiring follow-up