



FL ACCOUNTING

Bookkeeping Client Checklist

Boca Raton, FL | (561) 939-2553

Stuart, FL | (772) 323-4397

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Purpose: Please use this checklist to provide the information and access FL Accounting needs to begin bookkeeping services. Check each item when complete and use the notes line for anything that needs context.

CLIENT NAME

BUSINESS NAME

DATE

BEST EMAIL

BEST PHONE

1

QuickBooks Online

☐

QBO Accountant access granted to FL Accounting

Notes (optional)

☐

Company file name confirmed

Notes (optional)

☐

Current accounting fiscal year confirmed

Notes (optional)

2

Bank and Credit Card Accounts

☐

Bank account read-only/view access provided

Notes (optional) _____

☐

Credit card account read-only/view access provided

Notes (optional) _____

☐

Statements for prior months provided, if cleanup or catch-up is needed

Notes (optional) _____

☐

All active accounts identified

Notes (optional) _____

3

Tax and Government Accounts

☐

Florida state tax/Sunbiz information provided, if applicable

Notes (optional) _____

☐

Sales tax account access provided, if applicable

Notes (optional) _____

☐

Prior tax filings or notices provided, if applicable

Notes (optional) _____

4

Payroll and Payment Platforms

☐

Payroll account access provided, if applicable

Notes (optional) _____

☐

Merchant/payment processor statements provided (Square, Stripe, PayPal, etc.)

Notes (optional) _____

☐

Payroll reports and year-to-date information provided, if applicable

Notes (optional) _____

5

Supporting Records

☐

Prior accountant transition information provided, if applicable

Notes (optional) _____

☐

Owner contribution and distribution information provided

Notes (optional) _____

☐

Business loans and financing statements provided, if applicable

Notes (optional) _____

☐

Receipts, invoices, and other supporting documentation provided

Notes (optional) _____

6

Client Notes / Items Still Outstanding

Use this space for missing access, follow-up items, timing notes, or other details.

7

Client Confirmation

I confirm that I have provided the information and access selected above, or noted any outstanding items.

CLIENT SIGNATURE

DATE
