

### Bookkeeping Services:

- ☐ Do you reconcile bank statements every month?
- ☐ How many accounts receivables do you have a month?
- ☐ How many accounts payables do you have a month?
- ☐ Do you reconcile credit card transactions every month?
- ☐ Do you have any fixed assets?
- ☐ Do you have any loans?
- ☐ Do you have compiled financial statements (monthly-quarterly-annually)?

### Payroll:

For each employee: do you have this information on file?

- ☐ Name and address
- ☐ W-4
- ☐ Print payroll check or direct deposit
- ☐ Pay rate
- ☐ Deductions / Additions to pay

For your deposit payroll taxes: do you have this information?

- ☐ EFTPS ID number
- ☐ EFTPS login information
- ☐ State ID number
- ☐ State login information
- ☐ Unemployment login information

- ☐ Do you have previous quarter/year returns?
- ☐ Who prepares your quarterly payroll tax returns?
- ☐ Who processes your W-2s?
- ☐ Who processes 1099s?
- ☐ Do you allow personal use of vehicle?
- ☐ If you are a S Corp, do you pay the owners' health insurance?
- ☐ Do your partners receive guaranteed payments or is there no payroll for partners?

### Sales/Use Tax:

- ☐ Do you have sales/use tax liability?
- ☐ What is your ID number?
- ☐ What is your frequency of filing and making payments?