Year End Accounting Checklist
for computerized clients:

- ☐ Copies of all Checking, Savings and Investment Account statements for December 31, 2007.
- ☐ Copies of all business credit card statements for December 31, 2007.
- ☐ Copies of all payroll tax returns for the fiscal year (941, DE6).
- ☐ Copies of all Sales and Use Tax Returns filed for the year.
- ☐ Copies of 2007 equipment purchase contracts or receipts, including finance agreements, for assets costing more than $500.
- ☐ List of disposed assets, including date of disposal and sales price.
- ☐ The value of inventory at December 31, 2007.
- ☐ Year end statements for any outstanding loans.
- ☐ Details and amounts of health or life insurance paid by the business, on behalf of any shareholder or officer.
- ☐ If using QuickBooks, back up disk of accounting data (not an Accountant's Copy, please) labeled with version and password.
- ☐ If using other software, copy of Balance Sheet and Income Statement for the year ended.
- ☐ Completed client information sheet.
- ☐ Copies of corporate minutes.
- ☐ Copies of any related-party promissory notes for loans over $10,000.

Year End Accounting Checklist
for non-computerized clients:

- ☐ Copies of all Checking, Savings and Investment Account statements for December 31, 2007.
- ☐ Copies of all business credit card statements for December 31, 2007.
- ☐ Copies of year end payroll tax returns (W-3, W-2's, DE-7, 940).
- ☐ Copies of all Sales and Use Tax Returns filed for the year.
- ☐ Copies of 2007 equipment purchase contracts or receipts, including finance agreements, for assets costing more than $500.
- ☐ List of disposed assets, including date of disposal and sales price.
- ☐ The value of inventory at December 31, 2007.
- ☐ Year end statements for any outstanding loans.
- ☐ Details and amounts of health or life insurance paid by the business, on behalf of any shareholder or officer.
- ☐ Completed client information sheet.
- ☐ Copies of corporate minutes.
- ☐ Copies of any related-party promissory notes for loans over $10,000.

Client Information Sheet

Company Name:

Accounting Software and version:

Software password:

Bookkeeper contact:

Payroll service provider:

Type of pension plan:

Pension plan administrator and phone number:

Investment advisor and phone number:

Current mailing address, if changed:
