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 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.
- ☐ 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.

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.
- ☐ Completed client information sheet.

Client Information Sheet

Company Name:

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Accounting Software and version:

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Software password:

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Bookkeeper contact:

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Payroll service provider:

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Type of pension plan:

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Pension plan administrator and phone number:

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Investment advisor and phone number:

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Current mailing address, if changed:

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