

By The Book Accounting, Inc.

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Accounting Set-up Checklist

This is a preliminary list of items that will be needed to start doing your accounting. Some items may not apply to your business and there may be additional items needed that are not on this list.

Please furnish copies of the following:

- Organizational Papers to include Partnership Agreements and/or Articles of Incorporation
- Documentation of EIN – (Letter from IRS)
- State Tax ID number – (We can assist you with this)
- Department of Labor number - (We can assist you with this)
- Tax Returns (past 2 years – if applicable)
- Financial Statements (past 2 years) – if available
- Bank Statements (w/ copies of checks)
- List of Assets:
 - Descriptions
 - Date of purchase
 - Date placed in service
 - Purchase Price
- Short & Long-Term Debt (business loans, auto loans, mortgages, credit cards etc.)
- Copies of any lease agreements
- Initial Investment of each partner
- Any expenses paid from owner's personal funds
- List of all employees (if payroll services will be provided)
 - Name
 - Social Security Number or EIN
 - Address & Phone Number
- List of all independent contractors
 - Name
 - Social Security Number or EIN
 - Address & Phone Number