FREE CHECKLIST

Catch-up bookkeeping checklist

To catch up on bookkeeping, gather bank and card statements for every month you're behind, logins or read-only access to your accounting software, payroll reports, loan and lease papers, sales platform reports and any IRS or state letters. With these in hand, a bookkeeper can rebuild and reconcile the books quickly.

Fillable PDF. Click a box to tick it and type in the notes, then save or print.

Statements 4 ITEMS

- [ ] Bank statements for every month you're behind
- [ ] Credit card statements for the same months
- [ ] Loan and line of credit statements
- [ ] PayPal, Stripe, Square and other payment app reports

Access 4 ITEMS

- [ ] Login or accountant access to QuickBooks Online or Xero
- [ ] Read-only bank access, if you're comfortable
- [ ] Payroll provider access (Gusto, ADP or others)
- [ ] Sales platform access (Shopify, Amazon, Etsy)

Paperwork 5 ITEMS

- [ ] Last tax return filed for the business
- [ ] Loan, lease and vehicle purchase papers
- [ ] Payroll reports and quarterly 941s
- [ ] 1099s you received and 1099s you sent
- [ ] IRS or state notices about missing returns

General information, not tax advice for your situation.

From you 4 ITEMS

- [ ] A list of personal expenses paid from business accounts
- [ ] A list of business costs paid personally
- [ ] Cash income not deposited to the bank
- [ ] Owner contributions and draws

Notes

Want your books off your plate?

One accountant keeps them current, every month. Book a free 30-minute call at eminenttax.com/contact or call (972) 347-4590.

eminenttax.com