

## NEW CLIENT CHECKLIST

- Financial statements from pervious year-end from your Accountant
- Backup of your Accounting files to USB flash drive
- Accounts payable and accounts receivable outstanding accts and balances
- Payroll information
- WCB information
- Physical inventory count if applicable
- Copies of Lease & Rental Agreements
- Copies of loan and/or Mortgage Agreements
- Copies of business insurance policies
- Government information and correspondence including GST, tax, payroll, tax installments
- Bank Statements
- Credit card statements
- \_\_\_\_\_
- \_\_\_\_\_

**Sabine MacDonald**  
Professional Bookkeeper



100-150 Chippewa Rd,  
Sherwood Park, Alberta T8A 6A2



sabine@profitlinebookkeeping.com



780-570-5159  
www.profitlinebookkeeping.com