

Bookkeeping Client Onboarding Checklist

Use this checklist to ensure every new client is set up properly from day one. This helps reduce delays, improve accuracy, and create a consistent workflow across your firm.

1. Business Information

- Legal business name
- Entity type (LLC, S-Corp, etc.)
- Industry and services offered
- Business address
- Key contacts and decision-makers
- Accounting method (cash or accrual)

2. Access and Logins

- Accounting software access (QuickBooks, Xero, etc.)
- Bank account access (view or accountant access)
- Credit card account access
- Payroll system access
- Payment platforms (Stripe, PayPal, etc.)
- Secure password sharing method set up

3. Financial Accounts Setup

- List of all bank accounts
- List of credit cards and loans
- Chart of accounts review or setup
- Opening balances confirmed
- Prior accountant details (if applicable)

4. Historical Data Collection

- Prior year financial statements
- Current year transactions
- Bank and credit card statements
- Tax returns (if needed)
- Unreconciled accounts identified
- Cleanup scope defined

5. Scope of Services

- Monthly bookkeeping tasks defined
- Reporting frequency agreed (monthly, quarterly)
- Payroll responsibilities clarified
- Bill pay or invoicing included or not
- Advisory or additional services defined
- Deadlines and deliverables documented

6. Communication and Workflow

- Primary point of contact assigned
- Communication channel agreed (email, Slack, etc.)
- Response time expectations set
- Approval process defined
- File sharing method confirmed
- Meeting schedule (if needed)

7. Recurring Workflows Setup

- Monthly bookkeeping checklist created
- Reconciliation schedule set
- Reporting deadlines assigned
- Task ownership assigned to team members
- Automated reminders set
- Workflow templates applied

8. Risk Review and Compliance

- Tax deadlines identified
- Compliance requirements reviewed
- Cash flow concerns noted
- Audit risks identified
- Missing data flagged

9. Final Review and Sign-Off

- All access verified
- Data completeness confirmed
- Scope approved by client
- First deliverable scheduled
- Onboarding completion confirmed