New business client checklist

Client Information

1. Name ____
2. Address ____
3. Telephone number ____
4. Email address ____
5. Bookkeeper's name ____
6. Other comments ____

Attorney

1. Name ____
2. Address ____
3. Telephone number ____
4. Email address ____
5. Location of corporation, LLC or partnership records ____

Accounting and Miscellaneous Records

1. Copies of Articles of Incorporation and Bylaws
2. Copies of IRS and ODR elective statements and correspondence (S Election Form 2553 & etc.)
3. Depreciation Schedules
4. Basis schedules
5. Copies of the last five years tax returns
6. Copies of bank loan agreements including notes, personal guarantee and similar agreements
7. Copies of preceding year Annual Meeting Minutes or actions without a meeting
8. Pension and Profit Sharing Plan Agreements
9. Lease Agreements