# Bookkeeping Client Onboarding Questionnaire

For a new bookkeeping or accounting client. Sent once the client says yes, before the first month is closed.

ORGANIZATION

DATE

## The business

LEGAL BUSINESS NAME, AND ANY DBA

HOW IS THE BUSINESS SET UP?

- [ ] Sole proprietor
- [ ] Partnership or multi-member LLC
- [ ] Single-member LLC
- [ ] S corporation
- [ ] C corporation
- [ ] Nonprofit

EIN, IF THE BUSINESS HAS ONE

Sole proprietors filing under a Social Security number can leave this blank.

MONTH YOUR FISCAL YEAR ENDS

WHAT THE BUSINESS SELLS, AND WHO BUYS IT

WHO ANSWERS OUR BOOKKEEPING QUESTIONS, AND THEIR ROLE

THEIR PHONE

## Taking over the books

WHO KEPT THE BOOKS UNTIL NOW?

- [ ] The owner
- [ ] An employee
- [ ] An outside bookkeeper or firm
- [ ] Nobody, they are not set up yet

LAST MONTH THE BANK ACCOUNTS WERE RECONCILED

Not sure is a fine answer. We will check.

DO YOUR BOOKS USE CASH OR ACCRUAL?

- [ ] Cash
- [ ] Accrual
- [ ] Not sure

ANYTHING LEFT UNFINISHED: LATE FILINGS, UNPAID NOTICES, ACCOUNTS NOBODY HAS LOOKED AT

Which records can you send for the months we start with?

- [ ] Bank statements
- [ ] Credit card statements
- [ ] Sales invoices
- [ ] Receipts for expenses
- [ ] Payroll reports
- [ ] Loan statements

## Software and accounts

WHERE ARE THE BOOKS KEPT TODAY?

- [ ] QuickBooks Online
- [ ] Xero
- [ ] QuickBooks Desktop
- [ ] A spreadsheet
- [ ] Something else

BUSINESS BANK, CREDIT CARD AND LOAN ACCOUNTS, IN TOTAL

PAYROLL PROVIDER, IF YOU RUN PAYROLL

STATES WHERE YOU HOLD A SALES TAX PERMIT

APPS THAT FEED THE BOOKS: POINT OF SALE, INVOICING, EXPENSES, PAYMENTS

## What you need from us

Which of these do you want us to handle?

- [ ] Monthly bookkeeping and reconciliations
- [ ] Entering and scheduling bills
- [ ] Invoicing customers and chasing payment
- [ ] Running payroll
- [ ] Sales tax returns
- [ ] Catching up months that were never done

How often do you want financial reports?

- [ ] Every month
- [ ] Every quarter
- [ ] Year end only

WHO READS THE REPORTS, AND WHAT DECISION THEY MAKE WITH THEM

FIRST MONTH YOU WANT US TO CLOSE

## Referral and consent

WHO REFERRED YOU TO US, IF ANYONE

Can we keep these answers on file for the engagement?

- [ ] Yes, keep them on file to deliver the service
- [ ] Call me first to talk about how you store them