

Client Onboarding Checklist

Provided by EPIC Bookkeeping & Tax | www.epic-tax.org | 615-582-0751

Bookkeeping

- Access to QuickBooks or accounting software (if already in use)
- Monthly bank statements
- Monthly credit card statements
- Receipts for major or unusual expenses
- Sales and customer invoices
- Loan statements (if applicable)
- Business license, EIN confirmation, or state registration (if new client)
- Any new financing or large asset purchases

Payroll - Employees

- Full legal name and address
- Date of birth
- Social Security Number
- Completed W-4 form
- Completed I-9 form with acceptable ID copies
- Start date and pay rate
- Payroll frequency (weekly, biweekly, etc.)
- Any garnishments or deductions

Payroll - Contractors (1099)

- Full legal name or business name
- Completed W-9 form
- Taxpayer Identification Number (SSN or EIN)
- Address
- Start date and pay rate or contract terms
- Method of payment (e.g., check, ACH, platform)

Optional / Additional Items

- Sales tax login or reporting access

- Insurance or workers' compensation information
- Questions or topics you'd like us to review regularly