



Checklist for QuickBooks Set up

Financial Records

- Bank statements used to operate your business
- Checks written to operate your business
- Credit card statements used to operate your business
- Record of business income (established business)
- List of customers (new business)
- Daily receipt summary
- Deposit slips for your business
- Record of bills paid for your business
- Loan documents

Tax Records

- Last year's tax return
- EIN
- Unemployment information
- Room and meal tax
- Sales tax
- Real estate taxes

Business Records

- Business plan
- List of vendors