



New Bookkeeping Client Checklist

Account Setup Documentation

	Articles of Organization or Business name with current mailing address
	Federal Tax ID number
	Maryland CR number (<i>payroll services</i>)
	Maryland Unemployment Number (<i>payroll services</i>)
	Signed 8821 Form (Federal Tax Authorization – This allows your CPA to contact IRS to discuss your tax notices)
	Signed 548P Form (Maryland Tax Authorization) – This allows your CPA to discuss your State tax notices with the Comptroller of Maryland
	Operating Agreement (<i>Partnerships</i>)

Bookkeeping Documentation

	Existing QuickBooks account users: Click the gear icon on the top right, click manage users, send accountant Invite to SCNinvestments@hotmail.com or scn.cpaservices@gmail.com
	Grant CPA access to online business banking account
	Upload monthly bank statements (<i>if online access isn't granted to the CPA</i>)
	Upload monthly check images/check register (<i>if online access isn't granted to the CPA</i>)
	Upload Sales Reports - Square, Paypal, Cash app and/or Stripe reports (<i>if online access is not granted to CPA</i>)
	Upload receipts for business expenses to Dropbox monthly (recommended)
	Setup custom chart of accounts using SCN COA template as a base

Payroll/Contractor Documentation

	W-4 forms for all employees
	W-9 forms for all independent contractors
	Reporting Agent form (<i>QuickBooks payroll services</i>)
	List of all employees/ independent contractors w/ their hourly rate, frequency and start date (<i>New Hire Form</i>)
	Existing payroll users: Upload previous payroll reports and 941, MW506 and MD Unemployment reports for current year.

Upload the required documents to our shared [Dropbox](#) folder, email it to Shaleena@scnaccountingandtax.com **or** make an appt to drop off in person at **3304 E Joppa Rd, Parkville, MD 21234**