CAS Services Checklist

NEW CLIENT INFORMATION NEEDED

- [ ] Copies of the prior tax return (if existing entity)
- [ ] HHB's "New Business Client Form" - Completed

FINANCIAL INFORMATION REQUESTED

- [ ] General ledger, profit & loss, balance sheet & trial balance *or*
- [ ] Access & notification that accounting software (QuickBooks, Xero)
- [ ] CAS Client Account Access Authorization Form (If applicable)

HHB SERVICES PROVIDED - CHECK (ALL) SERVICES OF INTEREST

- [ ] Payroll
- [ ] 1099s
- [ ] Business License
- [ ] Personal Property Return
- [ ] Worker's Comp Audit
- [ ] Contractor's License
- [ ] Business Advisory / Consulting
- [ ] Annual Tax Returns
- [ ] Tax Projects
- [ ] Sales Tax Returns – Monthly, Quarterly, or Annually
- [ ] Bookkeeping – Monthly, Quarterly, Annually
- [ ] Financials
- [ ] E-Verification for new Employees
- [ ] Quarterly Tax Returns – W2s
- [ ] PTE Payments
- [ ] Fixed Asset Management

RELEVANT DETAILS - PLEASE PROVIDE INFORMATION FOR RELEVANT SERVICES

- [ ] Number of Bank Accounts
- [ ] Number of Credit Cards
- [ ] Number of Employees
- [ ] Software – Gusto, QB, QBO, Xero, other
- [ ] Payroll software
- [ ] Direct Bank Access OR [ ] Bank Statements (Check one)
- [ ] Accounts Receivable
- [ ] Account Payable
- [ ] Inventory Details - Method of tracking
- [ ] Number of Loans
- [ ] Number of Checks written per month - How copies are accessed (if more than 10 per month)

NOTES - ADD ANY ADDITIONAL INFORMATION