FredCo Accounting Solutions, Inc.

New Company Checklist

COMPANY INFORMATION
Company name:
DBA:
Address:
Telephone number:
Fax number:
Website:
Business entity type: **Sole Proprietor, partnership, LLC, Corporation (S or C)**
IRS Employer Identification Number (EIN):
Secretary of State Number:
Fiscal year-end:
Accounting method (cash or accrual):
Date business started:
Date payroll started:
Name of owners/shareholders: **% of ownership for each:**
Name of CPA/Tax Advisor:
CPA/Tax Advisor telephone number:

CHECKLIST	
ACCOUNTING SOFTWARE	
☐ Name and version of software currently using:	
☐ Username, if applicable:	
☐ Password, if applicable:	
SALES TAX	
☐ Sales tax number:	
☐ Sales tax frequency (monthly or quarterly):	

	PAYROLL AND SUBCONTRACTORS	
☐	Payroll frequency (weekly, biweekly, semimonthly, monthly):	
☐	Salary or per hour employees:	
☐	Payroll company:	
☐	Payroll subscription number, if applicable:	
☐	Payroll expiration date, if applicable:	
☐	Direct deposit (Yes or No):	
☐	Direct deposit password:	
☐	EFTPS PIN:	
☐	EFTPS password:	
☐	State withholding number:	
☐	State withholding frequency (monthly or quarterly):	
☐	NC Department of Revenue login:	
☐	NC Department of Revenue password:	
☐	State unemployment number:	
☐	State unemployment PIN:	
☐	Insurance company:	
☐	Please provide a copy of the following for each current employee and subcontractor: W-4, NC-4, I-9, W-9, & COI'S	
☐	Please provide a copy of all current year reports: 941, NCUI 101, & NC-5	
	BANK ACCOUNTS – list each back separately	
☐	Total number of bank accounts:	
☐	Name of bank:	
☐	Bank account number(s):	
☐	Bank user ID, if applicable:	
☐	Bank password, if applicable:	
☐	Secret questions, if applicable:	
☐	Secret answers, if applicable:	

☐	Name of bank:	
☐	Bank account number(s):	
☐	Bank user ID, if applicable:	
☐	Bank password, if applicable:	
☐	Secret questions, if applicable:	
☐	Secret answers, if applicable:	
☐	Please provide a copy of all bank statements not signed up for online banking, if applicable.	
☐	Please provide check registers and/or check stubs & deposit slips for all bank accounts explaining each transaction.	
	CREDIT CARDS – list each card separately	
☐	Total number of credit cards:	
☐	Name of credit card:	
☐	Credit card account number(s):	
☐	Credit card user ID, if applicable:	
☐	Credit card password, if applicable:	
☐	Secret questions, if applicable:	
☐	Secret answers, if applicable:	
☐	Name of credit card:	
☐	Credit card account number(s):	
☐	Credit card user ID, if applicable:	
☐	Credit card password, if applicable:	
☐	Secret questions, if applicable:	
☐	Secret answers, if applicable:	

☐	Please provide a copy of all credit card statements not signed up for online banking, if applicable.	
	LOANS & LINES OF CREDIT – list each separately	
☐	Total number of loans & lines of credit:	
☐	Name of loan/line of credit:	
☐	Loan/line of credit account number(s):	
☐	Outstanding balance:	
☐	Monthly due date & payment amount :	
☐	Loan/line of credit user ID, if applicable:	
☐	Loan/line of credit password, if applicable:	
☐	Secret questions, if applicable:	
☐	Secret answers, if applicable:	
☐	Name of loan/line of credit:	
☐	Loan/line of credit account number(s):	
☐	Outstanding balance:	
☐	Monthly due date & payment amount :	
☐	Loan/line of credit user ID, if applicable:	
☐	Loan/line of credit password, if applicable:	
☐	Secret questions, if applicable:	
☐	Secret answers, if applicable:	
☐	Name of loan/line of credit:	
☐	Loan/line of credit account number(s):	
☐	Outstanding balance:	
☐	Monthly due date & payment amount :	

☐	Loan/line of credit user ID, if applicable:	
☐	Loan/line of credit password, if applicable:	
☐	Secret questions, if applicable:	
☐	Secret answers, if applicable:	
☐	Please provide a copy of original signed loan paperwork for each loan/line of credit.	
☐	Please provide copies of loan statements if not available to download online.	
	ADDITIONAL ACCOUNT INFORMATION	
☐	Please provide a copy of the chart of accounts	
☐	Please provide a copy of open invoices owed to you.	
☐	Please provide a copy of open invoices you owe.	
☐	Please provide a copy of the depreciation schedule for all fixed assets.	
☐	Please provide a copy of prior year financial statements from CPA/tax preparer, if applicable.	