Saint's Accounting

Let's Run the Numbers

Saint's Accounting
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Accounting Client Onboarding Checklist

The following checklist is a roadmap for you and Saint's Accounting in navigating the initial steps of our new partnership.

1. Initial Setup & Engagement

- ☐ Send and receive signed client guide packet outlining scope of work and fees
- ☐ Collect client contact information and key personnel details
- ☐ Gather business formation documents (EIN, S Corp Certification, articles of incorporation, operating agreement, etc.)
- ☐ Obtain prior accountant's contact information (if applicable)
- ☐ Request prior-year financial statements and tax returns
- ☐ Set up secure document-sharing system – Dropbox

2. Accounting System Setup

- ☐ Gain access to accounting software (QuickBooks, Xero, etc.) and/or set up new file in Sage 50
- ☐ Import or verify opening balances and chart of accounts
- ☐ Connect bank, credit card, and loan accounts for transaction downloads
- ☐ Verify and update account mapping and class/category structure
- ☐ Review and confirm recurring transactions (loans, rent, subscriptions, etc.)

3. Payroll Setup

- ☐ Collect employee details and payroll history
- ☐ Set up payroll system or confirm access to existing provider – For direct deposit preferred partner is Gusto; for manual payroll preferred partner is Sage 50
- ☐ Verify pay schedules, wage rates, and withholdings
- ☐ Review and set up direct deposit and tax payment authorizations

- ☐ Schedule quarterly and annual payroll tax filings
- ☐ Ensure necessary W9s are on file for independent contractors, landlords, etc.

4. Tax Filings & Compliance

- ☐ Gather sales tax registration and account details
- ☐ Set up meals tax and sales tax filing schedules
- ☐ Review applicable local and state filing requirements
- ☐ Schedule recurring tax filing reminders in calendar

5. Reporting & Communication

- ☐ Establish monthly financial close process and deadlines
- ☐ Confirm report delivery method (email, portal, or shared drive)
- ☐ Schedule regular review meetings or update calls
- ☐ (Starting 2026) Add client to monthly financial report video review list
- ☐ Document client-specific reporting preferences or KPIs

6. Final Review & Handoff

- ☐ Test access to all systems and confirm with client
- ☐ Send onboarding completion email summarizing next steps
- ☐ Schedule first monthly reporting date
- ☐ Gather client feedback on onboarding experience

New Client Information Section

Business Name: ____

DBA (if applicable): ____

Business Address: ____

City: _________________________ State: ______ ZIP: ___________

Phone: ____________________________

Email: ____

Website: ____

Primary Contact:

Name: ____

Title/Role: ____

Phone: ____

Email: ____

Business Structure:

☐ Sole Proprietorship

☐ Partnership

☐ LLC

☐ Corporation (S / C)

☐ Nonprofit

EIN / Tax ID: ____

Banking Information:

(For accounting/bookkeeping purposes only)

Bank Name: ____

Account Types (Checking/Savings): ___________________________

Account Number: ___________________________

Routing Number: ___________________________

Third-Party Online Banking Access (Needs to be shared/created):

Username: ___________________________

Password: ___________________________

Contact information to use in creation of Third-Party Login

Email: samantha@saintsaccounting.com

Phone: 802-774-8869

Third party login credentials or accountant access is required for new clients. If you are unsure how to create a separate login for Saint's Accounting, please contact your bank as soon as possible.

*Nonnegotiable: In order for me to get you the most accurate financial statements and complete your required filings by the deadlines, I require third party access to all of your business bank, credit card, and POS accounts. Simple access to your accounting software or a printout of your bank statement is not enough to accurately reconcile accounts. Real time access to your accounts also speeds up the delivery process, improves accuracy, and enables me to schedule payments while mitigating the risk of over drafting your account.

Invoicing & Accounts Receivable:

How do you issue invoices? (e.g., software, manual, POS): ________________________

Billing Frequency: ☐ Weekly ☐ Monthly ☐ As Needed

Typical Payment Terms: ☐ Net 15 ☐ Net 30 ☐ Other: ___________

Accepted Payment Methods: ☐ Check ☐ ACH ☐ Credit Card ☐ Other: _________

Accounts Payable:

How are bills received? ☐ Email ☐ Mail ☐ Uploaded

Payment Method: ☐ Check ☐ ACH ☐ Online Banking ☐ Other: ________

Current Payment Frequency: ☐ Weekly ☐ Biweekly ☐ Monthly

Payroll Information

Payroll Provider (if any): _________________________________

Pay Frequency: ☐ Weekly ☐ Biweekly ☐ Semi-monthly ☐ Monthly

Number of Employees: _______

Number of Contractors: _______

Benefits (if applicable): ☐ Health ☐ Retirement ☐ PTO ☐ Other: ________

Accounting Systems & Software

Current Accounting Software: ___________________________

Other Tools Used (POS, CRM, Payroll, etc.): _________________________

How tied to these systems are you? _________________________

Tax Information

Federal EIN: ___________________________

State Tax ID: ___________________________

Sales Tax Requirements: ☐ Yes ☐ No

Current Tax Preparer / CPA: ___________________________

Fiscal Year End: ________________________

Document Delivery Preferences:

Preferred method of communication: ☐ Email ☐ Phone ☐ Portal

Preferred document delivery: ☐ Secure Portal ☐ Email (encrypted) ☐ Other: _________

Additional Notes / Special Instructions

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