

Accountant Handoff Organizer

Use this organizer to send complete, understandable information and reduce follow-up questions, delays, and avoidable fees.

Business legal name	_____
Tax ID / EIN	_____
Entity type	_____
Tax year ending	_____
Primary contact	_____
Bookkeeper / records contact	_____
Accounting software	_____
Payroll provider	_____
Sales-tax states	_____
Preferred secure delivery method	_____

Documents included

- | | |
|---|-------------|
| ■ Year-end profit-and-loss statement and balance sheet | Date: _____ |
| ■ General ledger and trial balance | Date: _____ |
| ■ December bank and credit-card statements with reconciliations | Date: _____ |
| ■ Loan statements showing year-end balances and interest | Date: _____ |
| ■ Payroll annual reports and owner compensation details | Date: _____ |
| ■ Sales-tax summaries and filed returns | Date: _____ |
| ■ Fixed-asset purchases and disposals | Date: _____ |
| ■ Estimated-tax payment confirmations | Date: _____ |
| ■ Contractor payment report and W-9 information | Date: _____ |
| ■ Prior-year return and adjusting journal entries, if requested | Date: _____ |

Questions and unusual activity

Describe items that require your accountant's attention instead of expecting them to discover the story from the ledger.

Major changes in the business

New loans, equipment, vehicles, or property

Owner contributions, draws, distributions, or reimbursements

New employees or contractors

New states, locations, or sales channels

Unusual transactions or uncertain classifications

Questions for the accountant
