



Monthly Required Documents List

Please note that this is a general list. There may be adjustments for individual clients. These documents will help us to correctly categorize your expenses and revenues as we enter the information into accounting software.

- Bank Statements
- Credit Card Statements
- All Revenue for the month – either a sales sheet (retail) or copies of invoices produced for clients/customers
- Mobile Deposit cheques with the date of deposit written on them (if these are attached to the invoices they pay it is very helpful, but not always possible)
- All Receipts/Invoices for expenses incurred for business purposes-a note on the receipt to indicate what the expense was for i.e.: parts, Office Supplies, etc.
- Documents received from Government agencies (GST, Payroll, PST, Worksafe BC)

Our billing is based on the amount of time we spend working on your file. If your documents are organized and everything we require is here we spend less time.

Thank you

Owner/Bookkeeper

Fitzpatrick's Bookkeeping Services Ltd.



Fitzpatrick's Bookkeeping Services New Client Check List

Company Name	_____
Business Number	_____
Owner Name(s)	_____
Address	_____

Business Phone	_____
Cell Phone	_____
Email Address	_____
Business Type	Sole Proprietorship _____
	Partnership _____
	Incorporation _____
Fiscal Year End	_____
Registered for	GST _____
	PST _____
	Worksafe BC _____
	Payroll _____
Services Required	Basic Bookkeeping _____
	GST Return Prep _____
	PST Return Prep _____
	Worksafe Return Prep _____
	Payroll _____
	Payroll Remittance Prep _____
	T4 Prep & File _____
	Other _____

Notes