

BOOKKEEPING CHECKLIST

No	DOCUMENTS NEEDED	
1	Bank statements	
2	Credit card statements	
3	Merchant processor statements	
4	Payroll reports	
5	Expense receipts	
6	Loan balances	
7	Asset documentation	
8	Inventory	
9	AR	
10	AP	
11	Mileage logs	
12	Chart of Accounts	
***	Optional: prior books and returns	

Clearly Tax