



Catch-Up Bookkeeping Intake & Prep Checklist

Why This Checklist Matters

If you're behind on your books, getting caught up doesn't have to be overwhelming. This checklist helps you gather everything needed to start your catch-up bookkeeping project-so your records are complete, accurate, and tax-ready fast.

What You'll Need Before We Begin

1. QuickBooks or Accounting Access

- Access credentials for QuickBooks Online or Desktop
- Admin login or file export (.QBO, .CSV, or .IIF)
- Chart of accounts (if using spreadsheet or non-standard setup)

2. Banking and Financial Data

- Bank statements for missing months
- Credit card statements
- Business loan statements (if applicable)
- PayPal or merchant account summaries (Stripe, Square, etc.)

3. Income and Expense Records

- All outstanding invoices issued
- Any large one-time income (e.g., grants, asset sales)
- Receipts or summaries for major purchases and expenses
- Mileage logs (if applicable)

4. Payroll (if applicable)

- Payroll provider access or reports
- List of active and former employees for the year
- Payroll tax filings (941s, 940s, W-2 summaries)

5. Tax Filings (if partially filed or extended)

- Most recent tax return filed
- Any IRS or state notices related to prior periods
- Sales tax filings or payment summaries

6. Other Helpful Documents Tax Prep & Filing (if applicable)

- Existing balance sheet or trial balance
- Notes from your previous bookkeeper or accountant
- Any spreadsheets or backup files you're currently using

What Happens After Submission

Once we receive your documents:

- A dedicated team member will review and confirm scope
- You'll get a turnaround estimate (typically 5–15 business days)
- We'll reconcile your books and provide clean, ready-to-file reports
- You'll have everything needed to send to your CPA or file directly

Start Your Catch-Up Now

RemoteBooksOnline has helped thousands of businesses clean up months-or even years-of overdue bookkeeping. Get your books in order and your time back.