

Financial Records Readiness Checklist

Use this before monthly bookkeeping, tax preparation or year-end accounting.

01 Business and banking information

- ☐ Correct registered name, address and taxpayer details
- ☐ Complete statements for every business bank account
- ☐ Loan, credit-card and financing statements
- ☐ Explanations for transfers, owner funds and drawings

02 Income and sales records

- ☐ Sales summaries, invoices and receipts for the period
- ☐ Deposit records and payment-platform statements
- ☐ Details of cash sales and other business income
- ☐ List of customers who still owe the business

03 Expenses and purchases

- ☐ Supplier invoices, receipts, bills and proof of payment
- ☐ Expenses grouped into clear business categories
- ☐ Details for unusual or one-off transactions
- ☐ List of suppliers the business still owes

04 Payroll, assets and compliance

- ☐ Payroll summaries and employee payment records
- ☐ NIC, PAYE and VAT schedules, receipts and correspondence
- ☐ Details of equipment, vehicles and other asset purchases
- ☐ Prior tax returns, notices and relevant official letters

Before sending records

Do not submit sensitive financial documents through the website enquiry form.
Contact Client Services for secure document instructions and a list tailored to your needs.