**[Company name]**

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# Accounting firm document checklist

What the client needs to send - ticked off as it arrives, chased when it doesn't.

| | |
|---|---|
| **Client** | [Client name] |
| **Period** | [e.g. year ended 31 March] |

## Checks

| Check | Yes | No | N/A |
|---|---|---|---|
| Bank statements - all business accounts, full period | ☐ | ☐ | ☐ |
| Sales invoices issued | ☐ | ☐ | ☐ |
| Purchase invoices and receipts | ☐ | ☐ | ☐ |
| Payroll reports (P32 / FPS) | ☐ | ☐ | ☐ |
| Loan statements and HP agreements | ☐ | ☐ | ☐ |
| Prior year accounts and tax returns | ☐ | ☐ | ☐ |
| VAT returns filed in period | ☐ | ☐ | ☐ |
| Dividend paperwork | ☐ | ☐ | ☐ |
| New asset purchases - invoices | ☐ | ☐ | ☐ |
| Any HMRC correspondence | ☐ | ☐ | ☐ |

## Actions required

[List any issues found and what was done]

## Sign-off

## [Company name]

| Checked by | Signature | Date |
| --- | --- | --- |
| | | |