[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

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

Checked by	Signature	Date