

# RT Bookkeeping

RT Bookkeeping  
1635 Skyline Drive  
Lemon Grove, CA 91945

(619) 517-5121  
(619) 668-0122 Fax

Prepare for your bookkeeping appointment

Appointment Time \_\_\_\_\_

In order to be prepared for your appointment, please have the following available for the time period to be entered/maintained. This should be the fiscal year you have yet to file your taxes for but it is fine for the current year only if you do not wish for us to handle any past cleanup.

- Banking
  - Checking Account Statement
  - Savings Account Statements
  - Credit Card Statements
  - Check Copies
  - Deposit Copies
  - Merchant Services Statements and CC Slips
  - Debit and Credit Card Receipts
- Access to Vendor Files
- Access to Customer Files
- Access to Payroll Information
  - Employee Files and Payroll Records
  - IRS Payroll Records
  - EDD Payroll Records
  - Payroll Provider Information
  - Workers Compensation Information
- Prior Year Tax Returns Filed
- Sales Tax Prior Filings and Information
- Any know beginning balances of Loans or Investments in the Company
- Any other information you feel is pertinent to your accounting.

If you are unable to locate all information, get together what you can and we will help fill in the blanks. The checking account statements, checks written and deposits made are the most important items to bring you up to date. If you have all this information filed, please do not pull anything out, access to these is all we need.