



New Client Worksheet

Payroll		Accounting			Accounts Payable		Information Technology
New Payroll Client checklist complete <input type="checkbox"/>	Employee master file in Macro template <input type="checkbox"/>	How many bank accounts do you have and what are their purposes? Who has signatory rights? 	Most recent P&L and balance sheet <input type="checkbox"/> <input type="checkbox"/>	Insurance Information: General and Liquor Liability rates, Property amounts and Workers Compensation rates, who is agency and contact information? Copy of current policy? Policy periods <input type="checkbox"/> <input type="checkbox"/>	Copies of all menus <input type="checkbox"/>	Log in information for Quick Books, if applicable	How is information currently gathered (POS and scheduling)?
Discuss employee numbers		Manual cash information for sales deposits	Most recent bank statements <input type="checkbox"/>	Note payments? Detail information; payment schedules; paid at what level?	Copies of all licenses, permits and fees <input type="checkbox"/>	List of scheduled automatic payments (EFT) <input type="checkbox"/>	Do you have high speed internet? Who is the provider?
		What is credit card gateway company?	General ledger for current year; past years if available <input type="checkbox"/>	Change fund balances for each location <input type="checkbox"/>	Copies of all contracts and leases currently in effect <input type="checkbox"/>	Discuss inventory set up	Do you have cable TV? Who is the provider?
		What is credit card processor?	Trial balance as of date of contract <input type="checkbox"/>	Sales and wine/beer, liquor tax numbers and rates	Copy of 1 month of invoices from all vendors and W9 <input type="checkbox"/>	Discuss invoice delivery to Macro	Do you have a static IP address?
		What are current reporting periods for financials?	Who is your CPA? Attorney? Publicist?	Collection of data for Daily Sales Report (DSR) dump	Complete list of production items <input type="checkbox"/>	Schedule of when invoice payments are due <input type="checkbox"/>	
		Who is your CPA? Attorney? Publicist?			Vendor list with addresses & phone numbers <input type="checkbox"/>	Credit or debit cards used for business?	