The Business Back-End Checklist

Free companion checklist | Don't Run Your Business on a Mess

Check what you have. Mark N/A where needed. Star anything missing, confusing, outdated, or giving you trouble. You do not need to check everything. Start with what needs attention.

Company: _____ EIN # (optional): _____

Review period: from _____ to _____

- ☐ **1. Business ownership and setup documents** N/A ☐ *
  LLC, corporation, S corporation, partnership documents, records book, ownership records
- ☐ **2. Business bank account statements** N/A ☐ *
- ☐ **3. Business credit-card statements** N/A ☐ *
- ☐ **4. Bookkeeping system** N/A ☐ *
  QuickBooks, Xero, spreadsheet, other system
- ☐ **5. Bank and credit-card account information** N/A ☐ *
  Account numbers or last four digits for each account
- ☐ **6. Payroll setup** N/A ☐ *
  In-house, ADP, Gusto, Patriot, Paychex, QuickBooks Payroll, or other provider
- ☐ **7. Employee and worker records** N/A ☐ *
  Payroll reports, employee list, contractor information
- ☐ **8. Payroll and tax notices** N/A ☐ *
  If any
- ☐ **9. Sales tax and seller's permit** N/A ☐ *
- ☐ **10. Workers' compensation insurance** N/A ☐ *
- ☐ **11. General business insurance** N/A ☐ *
- ☐ **12. Health insurance** N/A ☐ *
  If offered

Disclaimer: For general educational purposes only; not individualized tax, legal, accounting, or financial advice. This checklist is not exhaustive and does not establish compliance. Requirements vary by business and location. Consult a qualified professional about your circumstances. Use does not create a client relationship.

Contact FRB: FlatRateBookkeepingandTaxes.com (contact form)
20812 Ventura Blvd, Ste 200A, Woodland Hills, CA 91364
FlatRateBookkeepingandTaxes.com/FreeDownload/

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Keep going. Some items may not apply to your business. Use the space below to choose your next steps.

- ☐ **13. 401(k), CalSavers, or other retirement plan** N/A ☐ *
- ☐ **14. Business licenses and permits** N/A ☐ *
- ☐ **15. Business lease** N/A ☐ *
  If you rent office, retail, warehouse, or other business space
- ☐ **16. Vendors and unpaid bills** N/A ☐ *
- ☐ **17. Loans and business debt** N/A ☐ *
- ☐ **18. Inventory** N/A ☐ *
  If you sell products
- ☐ **19. Point-of-sale or online sales systems** N/A ☐ *
  Shopify, Square, Stripe, Amazon, PayPal, Clover, or other systems
- ☐ **20. Financial reports you can actually understand** N/A ☐ *
- ☐ **21. Tax records and prior tax returns** N/A ☐ *
- ☐ **22. A system for keeping important business documents** N/A ☐ *
  Records book, digital folder, cloud storage, or other organized system
- ☐ **23. AI and other tools that can help you stay organized** N/A ☐ *

My next steps / questions to ask

Do not try to fix everything at once. Start with one thing: what will you check, fix, or ask about first?

That's how you start cleaning up the mess.

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