Switching Bookkeepers Checklist

Change bookkeepers without losing history, access or months of work.

Use this when you move to a new bookkeeper. It keeps the handover clean and makes sure nothing falls through the cracks.

BEFORE THE OLD BOOKKEEPER LEAVES

- [ ] The last reconciled date for each account, with the reconciliation reports
- [ ] A list of open questions and items left in Ask My Accountant
- [ ] Copies of payroll, sales tax and 1099 filings they handled
- [ ] Bank rules and apps connected to your books, and what each one does

ACCESS AND SECURITY

- [ ] Invite the new bookkeeper as an accountant (QuickBooks) or advisor (Xero); never share your login
- [ ] Give payroll and bill pay access only if their scope includes them
- [ ] Remove the old bookkeeper's access once the handover is done
- [ ] Change any passwords that were shared

DOCUMENTS TO HAND OVER

- [ ] The last 12 months of bank, card and loan statements
- [ ] Last year's tax return and year-end reports
- [ ] Contractor W-9s and the vendor list
- [ ] Notes on how you want things categorized

FIRST 30 DAYS WITH THE NEW BOOKKEEPER

1. Start with a review of the books, before any new work
2. Agree on the monthly scope and the delivery date
3. Set up a monthly routine for statements and questions
4. Lock the reviewed period with a closing date

Want this done for you? Certified accountants, QuickBooks Online and Xero. **accountingtouch.com/contact**

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