**Required Documents**

*Clear Choice Tax Services*

**Bookkeeping Services:**

* [Provided] Signed Engagement Letter
* [Provided] Business & Contact Information Form
* [Provided] Payment Authorization Form for recurring payments to CCTS (if desired)
* [Provided as needed] Consent from Prior Bookkeeper form
* A copy of your current QuickBooks Company file
* A copy of your Articles of Incorporation, Operating Agreement, or other governing documents
* All business bank statements since the last time your QuickBooks Accounts were reconciled.
* Cash receipts, disbursement records, check registers (or copies of checks) for all historical work that remains to be completed (these will be provided regularly moving forward)
* Business Tax return for prior years (if applicable)
* A detailed list of company assets (description, date of acquisition, original cost, and current value)
* If we are reporting your income to WA state Dept of Revenue:
	+ PAC Code Letter
	+ Authorization Form (CTIA)

**Payroll Services:**

* [Provided] Signed Engagement Letter
* [Provided] Business Information Form
* [Provided] Payroll Information Form
* [Provided] Employee packets: Employee Information page, W4 & I9, along with their documentation (for each employee)
* [Provided] Authorization form for all agencies:
	+ CTIA – for L&I (and DOR, if needed)
	+ ESD – POA
	+ Form 8655 for the IRS
* Labor & Industries “rate” Letter
* Employment Security “rate” Letter
* EFTPS “PIN” Letter
* EIN Letter
* Copies of all filed payroll taxes for current year
* All Current year-to-date payroll information (as much as possible)
* W9 for each contract worker

**Other Information:**

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