


Client Onboarding Checklist for Crossmark Staff						
Client Name:						
Start Date:						
CMG Staff Overseeing Checklist:						
Category						
Onboarding						
	CMG Staff	Task	Yes	No	N/A	Notes
		Signed Agreement				
		Client Onboarding Form				
		Tax ID/EIN				
		SS4 Form				
		Articles of Organization				
		Entity Documents				
		Tax Returns				
		Accountant				
		Attorney (consultations, contracts)				
		Leases				
		Contracts				
		Amortization Schedules				
		Insurance Policies				
		S-Corp				
		S-Corp – Medical Insurance who pays				
Human Resources						
	CMG Staff	Task	Yes	No	N/A	Notes
		Intuit Payroll Enrollment Form				
		Employee Payroll Forms				L4, W4, I9, Direct Deposit
		Employee Rate of Pay				
		Employee Handbook				
		Employee Job Descriptions				

		401K Administration		
		Health Benefits Administration		
		Employee Forms (i.e. PTO)		
		Payroll Tax Numbers		
		Timesheet/Time Clock		
		Payroll Schedule		
		Policy & Procedure Manual		
		LA New Hire Enrollment		
		I-9 Forms		Completed along with copies of ID
		LDR (Withholding Tax)		
		LA Works (SUTA)		
		Insurance – Open Enrollment Date		

## Financial

	CMG Staff	Task	Yes	No	N/A	Notes
		Business Checking Account				
		Signature Cards				
		Online Access/Login				
		Checks				
		Deposit Slips				
		GC Former				
		Debit Cards (copy)				
		ACH Enrollment				
		ACH Drafts				ACH Form Set up
		Wire Transfers & Instructions				Set up Wire Information Memo
		Savings Account				
		Business Account Line of Credit				
		Credit Card				
		Credit Card Copy				
		Credit Card Access/Online Login				
		Quickbooks set up				

Accounts Payable						
	CMG Staff	Task	Yes	No	N/A	Notes
		Online Vendor Accounts				
		Online Vendor Account Logins				
		Vendor Contracts				
		Credit Applications				
		ACH Payments				
		Bill Pay				
Accounts Receivable						
	CMG Staff	Task	Yes	No	N/A	Notes
		Practice Management System Access				
		Outstanding A/R - Transfer				
		Sales Tax				
		Sales Tax Accounts/logins				
		Resale Certificate				
Operations						
	CMG Staff	Task	Yes	No	N/A	Notes
		Expense Form				
		Bill Pay Form				
		Daily Cash Reconciliation				
		Procedures				
		Mail (pick up/delivery)				
		Files Set up				
		Share Drive				
		Wire/ACH Memo Created				
Compliance						
	CMG Staff	Task	Yes	No	N/A	Notes
		Property Tax Assessments/Forms				Current/Prior Years
		Licensing/Licenses - Renewals				

NOTES: