Getting Started with NER Consulting Group

Your guide to our bookkeeping process and what we need from you.

Welcome! This guide explains how we work together each month, what happens during onboarding and the documents we need to get your books set up. Most new clients are fully onboarded within [two weeks] of sending everything on the checklist.

How the process works

1. Onboarding (weeks 1–2)

- Sign your engagement letter and receive your secure client portal invitation.
- Give us accountant access to QuickBooks Online, or we set up a new file for you.
- Upload the documents on the checklist below.
- We connect bank feeds, set up your chart of accounts and review prior balances.

2. Cleanup or catch-up, if needed

If your books are behind or need corrections, we complete that work first under a separate flat-fee quote, so your monthly bookkeeping starts from accurate numbers.

3. Your monthly cycle

When	What happens
Ongoing	Upload receipts and bills to the portal as they come in.
By the 5th	Upload any statements not connected by bank feed.
5th–12th	We categorize transactions, reconcile every account and send any questions.

When	What happens
By the 15th	You receive your profit & loss, balance sheet and a short summary.
As due	Sales tax returns and estimated tax reminders, if part of your plan.

4. Year-end

We close the year, prepare 1099s and deliver tax-ready financial statements to your tax preparer, or to us if we prepare your return.

What we need to get started

Check off each item as you upload it to the client portal. Skip anything that doesn't apply to your business.

Business information

- [ ] Legal business name, address and entity type (LLC, S corp, sole proprietor and so on)
- [ ] EIN confirmation letter (IRS CP 575 or 147C)
- [ ] Formation documents and operating or partnership agreement
- [ ] S corporation election (Form 2553 acceptance letter), if applicable

Accounts and statements

- [ ] QuickBooks Online accountant invitation sent to nicole@nerconsultingllc.com
- [ ] Last [12] months of business bank and credit card statements
- [ ] Loan and line-of-credit statements, plus vehicle and equipment financing
- [ ] Payment processor reports (Square, Stripe, PayPal, Shopify and others)
- [ ] Lists of unpaid customer invoices and unpaid bills

Payroll and contractors

- [ ] Payroll provider reports for the year to date
- [ ] W-9s for contractors you pay $600 or more in a year

Tax and sales tax

- [ ] Business and personal tax returns for the last two years

- [ ] NYS Certificate of Authority and recent sales tax returns, if you collect sales tax
- [ ] Any IRS or New York State notices you've received
- [ ] Signed IRS Form 8821 and NYS Form POA-1, if we'll handle tax matters for you

Keeping your information secure

- Send documents only through the secure client portal, never by regular email.
- We will never ask for your online banking password. Use bank feeds or upload statements instead.
- Our full privacy policy is at nerconsultingllc.com/privacy-policy.

Questions?

We're here Monday–Saturday, 9:00 AM – 7:00 PM.
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