VENDOR VETTING CHECKLIST

What to Ask Before You Give Anyone Access to Your Financial Data

Your bookkeeping provider may have access to your bank accounts, payroll records, employee information, tax documents, and financial statements. Most business owners never ask how that information is protected. Use this checklist in any provider conversation — including with your current one.

How to use this: Check the box only if the provider can document it - not just say yes.
Any provider who cannot answer these questions clearly is telling you something.

01 Insurance & Liability

- [ ] **Do you carry General Liability insurance?**
  Covers property damage and third-party claims.
- [ ] **Do you carry Professional Liability (E&O) insurance?**
  This is the one that matters most. If a bookkeeping error causes real financial harm, E&O is what stands between you and absorbing the loss yourself.
- [ ] **Do you carry Cyber Liability insurance?**
  Covers breach response and liability if your financial data is exposed.

02 Data Security

- [ ] **How are documents exchanged and stored?**
  Email attachments and shared consumer drives are not secure. Ask for a dedicated encrypted client portal.
- [ ] **Is the platform independently audited — SOC 2 or equivalent?**
  A third-party audit means the security controls were verified by someone other than the vendor selling them.
- [ ] **Who else can see my information?**
  Ask about subcontractors, offshore staff, and access controls. You are entitled to know who handles your data.

03 Process & Continuity

- [ ] **Are your workflows documented?**
  Undocumented process means the work depends on one person's memory and habits.
- [ ] **What happens if the person handling my books is unavailable?**
  Illness, vacation, or departure should not stop your books. Ask who covers, and how.
- [ ] **Can you support us as we grow?**
  Ask about capacity. A provider at capacity becomes your bottleneck.

RED FLAGS

Answers That Should Give You Pause

! ***"I've never had a problem, so I don't need insurance."***
Past luck is not a risk control. This usually means no coverage exists.

! ***"Just email me your statements."***
Bank statements and payroll files sent over email sit in two inboxes indefinitely.

! ***"I handle everything myself."***
Reassuring in a sales conversation, but it means no backup and no continuity.

! ***"We can figure out the reporting later."***
Reporting is how you actually see the business. It should not be an afterthought.

FOR THE RECORD

How BBS Answers These Questions

- General Liability, Professional Liability (E&O), and Cyber Liability — all three carried.
- Documents exchanged through Canopy, a SOC 2-compliant encrypted client portal. Never email.
- Documented workflows and team-based service, so your books never depend on one person.
- Intuit QuickBooks ProAdvisor Elite. BBB Accredited since 2023. 8,000+ payrolls processed annually.

Sophisticated enough to handle complexity. Human enough to answer the phone.

Want us to look at your books?

Start a strategy call. We will walk through where your books are today and tell you honestly what we would do about it. No obligation.

START A STRATEGY CALL

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