

Checklist

Documents required for bexio setup services

Basic Setup

- ☐ **IBAN number**
- ☐ **Login details for the business e-banking**
(contract number, password and login data)
- ☐ **If available, company logo**
(PNG or JPG file, max. 1 MB)

Accounting Setup

- ☐ **VAT registration / FTA certificate with VAT details**
- ☐ **Start date of the fiscal year**
- ☐ **Chart of accounts**
(if an existing chart of accounts is available)
- ☐ **Financial statements for the previous year**
(balance sheet / income statement)



Payroll Setup

- ☐ **Current invoice from your compensation fund**
(OASI)
- ☐ **FAK allowance decision per employee**
(family allowance compensation fund)
- ☐ **Details on the pension fund / occupational pension fund**
(Name, customer No., contract No.)
- ☐ **Daily sickness benefits insurance (KTG) policy, including current deductions / premium rates**
(latest statement or ELM profile sheet if available through the insurance company)
- ☐ **Occupational accident/non-occupational accident insurance (BU/NBU) policy, including current deductions / premium rates**
(latest statement or ELM profile sheet if available through the insurance company)
- ☐ **Latest withholding tax statement**
(if employees are subject to tax at source)
- ☐ **Personnel master data sheet for all employees**
(max. 4 employees)

