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CHECKLIST

Business and Personal Money Separation Checklist

- [ ] Open a separate business bank account with no overdraft facility
- [ ] Remove your business debit card from your wallet and delete saved card details online
- [ ] Set up a separate personal account and transfer a fixed salary amount on a set day each week or month
- [ ] Link your business account to accounting software for real-time transaction visibility
- [ ] Set transaction alerts for payments above your chosen threshold
- [ ] Give view-only access to business statements or software to someone you trust
- [ ] Reconcile your business account with accounting software at the end of each week
- [ ] Register for GamStop and install blocking software on all devices used for business banking
- [ ] Tell your accountant if business and personal money have already mixed