NEXACC

Partner template pack

Template pack - The paperwork and process templates we use with partner firms, ready for your counsel to adapt: NDA and non-solicitation outline, scope of work, transition checklist and access matrix.

For accounting, tax, bookkeeping, payroll and medical billing firms

Working templates we use with partner firms. They are a starting structure, not legal advice - have your own counsel review anything you adopt.

1. Mutual NDA & non-solicitation - term outline

- Parties and effective date
- Definition of confidential information: client lists, ledgers, workpapers, pricing, staff details
- Permitted use: performance of the scoped services only
- Mutual non-solicitation of clients and staff - term plus 24 months
- Non-circumvention: no direct engagement of the other party's clients
- No marketing use: neither party loads the other's client list into marketing systems
- Survival of confidentiality beyond termination
- Return or deletion of materials on request
- Governing law and dispute resolution

2. Scope of work template

- Engagement model: white-label / overflow / pod / specialty desk / referral
- Client files in scope, listed individually or by defined criteria
- Work performed by NEXACC, task by task
- Work retained by the partner firm: review, sign-off, client communication
- Close calendar: cut-off date, delivery day, review window
- Service levels: turnaround, response time, escalation contact
- Deliverable format: templates, file naming, storage location
- Fee structure: per file / per seat / scoped block, and what triggers a re-scope
- Change control: how work is added or removed in writing
- Term, notice period and hand-back terms

3. Client transition checklist

- Paper signed: NDA, scope, data-processing terms, BAA if applicable
- Access requested, granted and recorded in the access matrix
- Prior-period workpapers and closing balances received
- Chart of accounts, entity structure and recurring entries documented
- Payroll, sales-tax and filing calendar captured

- Open items and known issues logged before the first cycle
- Named preparer, reviewer and backup assigned on both sides
- First close calendar published to both teams

4. Access matrix template

- Columns: system | role granted | minimum role required | person | granted on | approved by | revoked on
- One row per system, per person - never per firm
- Named users inside your tenant wherever the platform supports it
- Shared credentials, where unavoidable: vault reference, rotation date
- Review cadence: quarterly, plus on any team change

5. Offboarding & data-cleanup checklist

- End date confirmed in writing by both parties
- Final working file tied out and delivered in a portable format
- Access history exported and sent to the partner firm
- All access revoked within one business day of the end date
- Shared credentials rotated by the partner firm
- Working copies deleted within 30 days; retention exceptions listed
- Written cleanup confirmation issued

6. Monthly close calendar template

- Business day -2: source documents and statements available
- Business day 1-2: bank, card, loan and merchant reconciliations
- Business day 3: AP / AR review, accruals, prepaids, depreciation
- Business day 4: intercompany, eliminations, tie-out workpapers
- Business day 5: close package delivered to the partner firm's reviewer
- Business day 6-7: review notes returned and cleared
- Business day 8: client-ready package released by the partner firm

Talk it through

A 30-minute fit call, no deck: what is backing up, which client profiles you would hand over, and what a pilot on two or three files would cost.

Book a fit call: https://www.nexacc.com/schedule

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