

Client Document Check Off List

- Bank Statements with check Images
 - Information regarding deposits. If it is a personal deposit, income, or loan
- Credit card statements (for business use)
- Cash receipts
- CP 575 (EIN letter from IRS)
- Business License
- Copy of Photo ID Front & Back
- Payroll Information
 - Employee w4
 - Paystubs
 - Quarterly Forms
 - I-9
- Loan information
- Settlement sheets for any of the following:
 - Equipment
 - Tools
 - Property
 - Land
 - Vehicles
- Previous years taxes
 - Asset list