

## BOOKKEEPING CATEGORIZATION REQUESTS

CFO on the Go services require that all entries made by Bell Solutions, must have supporting documentation, per IRS Publication 583. This allows us to:

- Make a timely reconciliation of accounts,
- Properly categorize revenue, expenses, and tax deductions,
- Provide accurate overview and analysis of your financials, and
- Provide confident support in the event of financing needs, business changes, or audits.

***Any transactions without supporting documentation will be placed in 'Uncategorized' on a monthly basis and will not be subject to the above-mentioned protections until supporting details are provided to Bell Solutions.*** You will be notified of these transactions each month.

In lieu of supplying receipt for certain expenses, a **Bookkeeping Categorization Request** can be submitted. This form allows you to pre-define how certain expenses should be categorized on and regular basis.

For Example:

| VENDOR/SUPPLIER | CATEGORY              | NOTES                |
|-----------------|-----------------------|----------------------|
| Adobe           | Software              | \$59/mo subscription |
| Amazon          | Dog Grooming Supplies |                      |

Please use the form attached to submit your Bookkeeping Categorization Requests.

Bell Solutions  
Proud to be Lincoln's  
CFO *on the Go*

[illegible]

Name \_\_\_\_\_

Signature \_\_\_\_\_