

## Business Checklist:

- QuickBooks back-up (We prefer an Accountant's Copy).
- Copies of year-end bank statements and reconciliation(s) (If your statements do not include check images please include check stubs and/or check register.)
- Year-end balances through December 31, 2017 for:
  - Accounts Receivable
  - Accounts Payable
  - Cost of Inventory
- Payroll Registers – including quarterly reports and W3's through December 31, 2017.
- Copies of equipment purchases over \$500
- Loan statements including amortization schedules of all business loans at December 31, 2017.
- Copies of credit card statements and new bank loans obtained.
- Sales breakdown by state and city (if applicable.)
- Copies of any federal or state tax correspondence received.
- Any changes in ownership, stock holding, locations or number of stores.
- Bank Account information for automatic payments including bank name, bank routing number, bank account number and type of account (checking or savings.)