CHECK REGISTER

Please read the following notes and instructions:

1	Please fill in the data for all checks written in December.
2	You must fill in **all** the information accurately to give us the best information for bookkeeping and tax purposes. If you have Excel, please input using that; otherwise, print out and hand-write.
3	This will ensure you get every deduction that you are entitled too in the case that the checks do not clear before year-end.
4	If the included pages are not enough, please just print out or make a copy of page 2 or page 3.
5	Please feel free to call us if you have any questions.

CHECK DATE	CHECK NUMBER	PAYEE	TYPE OF EXPENSE	AMOUNT

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