

<u>Business Information</u>	
Legal Business Name	
DBA Name	
Address/City/State Zip	
Primary Contact Name	
Primary Contact Number	
Primary Contact Email	
Website:	
Federal and State Tax ID's	
Type of Entity	
Chart of Accounts Online Access	
Business Activity Code	
Number of Partners/Shareholders	

Bank and Credit Card Information Needed for Online Access (if applicable) Upload hard copies if no online access	
List of bank accounts and login Info	
List of credit cards accounts and login Info	
Loan Information if applicable	
Quick Book Online Access	
Payroll System Access	
Bill Pay System Access	
Prior Year December Bank recs/statements	
Current Year-to-date recs/statements	
Prior Year December credit card statements	
Current Year-to-date credit card statements	

Tax and Financial Information Needed	
Most recent Tax return/Schedule C	
Fixed Asset Listing /Depreciation Schedule	
Most recent Financial Statements (Balanced Sheet & P&L)	
Recent Tax correspondence (if applicable)	
Quarterly/Year End payroll tax returns (if applicable)	