



DOCUMENTS REQUESTED

Available:

	Financial statements
	Trial balance
	Income statement/Profit & Loss
	Balance Sheet
	In lieu of the above, please provide a backup copy of your
	Quickbooks file (or Schedule C info if sole prop)
	Bank and credit card statements for December with reconcillation
	Payroll - if applicable
	Form 941 for each quarter
	Form 940 for the year
	Unemployment insurance - all
	Labor and Industries - all
	State filings:
	B&O/Excise tax returns - all
	Business Info
	Dates and amounts of all estimate payments made during the year
	IRS notices - ALL received
	New lines of business or types of revenue this year
	Retirement plans created, suspended, terminated
	Other - include any additional documents deemed appropriate