



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
	Form 941 for each quarter
	Form 940 for the year
	State filings:
	Unemployment insurance - all
	Labor and Industries - all
	B&O/Excise tax returns - all
	IRS
	IRS notices - ALL received
	Dates and amounts of all estimate payments made during the year
	Basis:
	Detail of any contributions made during the year for each owner
	Detail of any NON-CASH (assets) contributed to the business
	Corporate:
	Changes in ownership during the year
	Changes to any governing documents
	New entities created during the year
	New lines of business or types of revenue this year
	Retirement plans created, suspended, terminated
	Other - include any additional documents deemed appropriate