



DOCUMENTS REQUESTED

NEW BUSINESS RELATED ITEMS:

Secretary of State:

Certificate of incorporation or Formation - shows UBI and legal name

Internal Revenue Service:

Form SS-4 or CP575A Letter - Federal Tax ID Number and filing type

S-Corp Election, if applicable - filing AND acceptance

EFTPS enrollment and active PIN

Financial statements

Income statement/Profit & Loss

Balance Sheet

In lieu of the above, please provide a backup copy of your Quickbooks file (QBB or QBW)

Bank statement(s) for December with reconciliation - all business accounts

Credit card statement(s) for December with reconciliation - all business accounts

Vehicles & expenses

List of company vehicles, noting which are driven by 5% owners

Mileage Totals for all vehicles used in the business

List of assets purchased with individual cost > \$2,500

Payroll

Form 941 for each quarter

Form 940 for the year

Unemployment insurance - all for year

Labor and Industries - all for year

State filings:

B&O/Excise tax returns - all for year

King County Property tax return

IRS Notices - ALL received

Dates and amounts of all estimate payments made during the year

Basis and debt:

Detail of any contributions made during the year for each owner

Detail of any loans to the business or loans made by the business

Detail of any NON-CASH (assets) contributed to the business

Corporate:

Copy of LLC Agreement or Corporate Articles of Incorporation

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 - need "all info"

Other - include any additional documents deemed appropriate