

<b>Documents included?</b> (Electronically, if possible.)	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Signed Engagement letter.			
2. Backup of accounting software (eg. QuickBooks) or access to QuickBooks online. Send User ID and password as well.			
<b>OR</b>			
Year-end trial balance, in Excel format with account numbers.			
3. Copies of bank statements and reconciliations for all cash accounts for the last month of the year.			
4. Accounts receivable listing and schedule of allowance for uncollectible accounts receivables at year end.			
5. Schedule of assets acquired/transferred/sold showing: cost/transfer/sales price; date of purchase/transfer/sale; indicate cash proceeds received from individual assets sold.			
6. Schedule of inventory at year end.			
7. Schedule of other assets: prepaid expenses, deposits, etc.			
8. Accounts payable listing at year end.			
9. Schedules of other liabilities: accrued payroll, vacation, taxes, and other accruals.			
10. Reconciliation of salaries per general ledger with W-3.			
11. Copies of payroll tax returns for all quarters of the year (940, 941s, SUTA, L&I). Please provide a copy of your year-end payroll report showing total wages and hours worked by employee.			
12. Copies of all county/city/state business/excise tax returns for the year, including city license fees.			
13. Amounts paid to or received from shareholders.			
14. Balance of notes payable/long-term debt, including copies of note balances at year-end.			
15. Documentation for all new notes payable or receivable.			
16. Line of credit renewal documents.			
17. Information on new or renewed leases.			
18. Schedule of federal income tax payments made, if any.			
19. Schedule of shareholder medical premiums and life insurance premiums paid for the year.			
20. IRS correspondence, if any.			
21. Schedule of charitable contributions for the year.			