

DOCUMENT CHECKLIST-BUSINESS OWNERS

- ___ Business tax returns for the most recent three (3) years.
- ___ Year end financial statements for the last three (3) years.
- ___ Current financial statements -- most recent month and year-to-date.
- ___ Warranty deeds to corporate owned real estate.
- ___ Real estate leases between the business and landlord.
- ___ Summary of employment related benefits, e.g., medical, group life insurance, pension/profit sharing or 401(k) plans, employment contracts, non-qualified deferred compensation agreements, stock options, buy/sell agreements, etc.
- ___ Employee Benefit Booklets--Employer Related and Annual Statement outlining Pension Benefits such as Joint and Survivor Options.
- ___ Employee Census—Name of each, date of birth, date of employment, sex, and salary.
- ___ Corporate Minute Book—it would be more efficient if you lend us the Minute Book and we will determine what to copy.
- ___ Insurance policies. You may lend us the originals and we will copy and return. Included should be: Life, Disability, Automobile, Property & Casualty, Workmen's Compensation, Annuity Contracts, etc.
- ___ Stock Transfer Book – if applicable (typically found with corporate minutes).
- ___ Copies of all loans, notes and agreements between parties.
- ___ Other related documents including limited partnership agreements, contracts for sale, installment notes, receivables, etc.

NOTE: Not all of these items will be applicable to all clients. However, we do require these documents for our files and your assistance in locating and photocopying them will be greatly appreciated. When questions arise, please call us for assistance.

