

# **Company Demographics**

Articles of incorporation or organization

List of Corporate officers' names, addresses and social security numbers – Percentage of Ownership

List of Shareholders' names, addresses and social security numbers – Percentage of Ownership

EIN

Past 2 years' taxes – NEW CLIENTS

Bylaws for Corporations

Financial reports – P&L, Balance Sheet, Basis report for s-corp

## **Income**

Gross receipts from sales or services

Sales records

Inventory – beginning, purchases, ending, items removed for personal use

Returns and allowances

Business checking and savings account interest form 1099-INT or statement

Other income

Credit Card Income Statements

## **Expenses**

Advertising

Transportation and travel - Local business mileage log, parking and tolls paid

Travel away from home – airfare or mileage, hotel, meals, tips, taxi, tips, internet costs, other costs

Commissions paid to subcontractors – file form 1099-MISC if necessary

Asset Depreciation – Cost and date of acquisition, Sale price and disposition date of any assets sold

Fringe Benefits – employer paid pension/profit sharing contributions, employer paid HAS contributions, and Employer paid health insurance premiums, other benefits

Business Insurance – casualty loss, errors and omissions, other

Interest expense – mortgage on building, loans

Legal Fees

Office Supplies – pens, paper, staples, other consumables

Rent Expense – office space, business use vehicle lease, other

Home Office – square footage of the office space, square footage of home, mortgage interest or rent paid, utilities, and repair and maintenance expenses

Wages paid to employees – Form W-2 and W-3 issued, Federal and State payroll returns Form 940, etc.

Other Expenses