

Financial Documentation Checklist

Financial Reports

- ☐ Profit & Loss
- ☐ Balance Sheet
- ☐ Cash Flow Statement
- ☐ Budget vs. Actual
- ☐ Accounts Receivable Aging
- ☐ Accounts Payable Aging

Banking

- ☐ Bank Statements
- ☐ Credit Card Statements
- ☐ Loan Statements
- ☐ Bank Reconciliations

Taxes

- ☐ Federal Return
- ☐ State Return
- ☐ Sales Tax
- ☐ Payroll Taxes
- ☐ W-2s
- ☐ 1099s

Legal

- ☐ Business License
- ☐ EIN
- ☐ Operating Agreement
- ☐ Insurance
- ☐ Contracts

