

MATERIALS LIST-BUSINESS - 2010

The following is provided as an aid to gathering your information in order to properly prepare

your records for _____ as of _____.
Those items checked apply. Please note that this is intended as a reminder and not necessarily a complete list. Thank you.

- _____ 1. All Credit Card Statements for the period _____ to _____
Bank Statements
Bank Acct # _____ for the period _____ to _____
Bank Acct # _____ for the period _____ to _____
- _____ 2. Bank Acct # _____ for the period _____ to _____
- _____ 3. Check Stubs for the period _____ to _____.
- _____ 4. Payroll Records for the period _____ to _____.
- _____ 5. All 1099/1098 Forms.
- _____ 6. Copies of self filed tax returns, i.e.: payroll/meals/sales, etc. for the period _____ to _____.
- _____ 7. Copies of insurance invoices from _____
to _____.
- _____ 8. Copies of invoices for capital items, i.e.: Auto, Equipment, Improvements. Etc.
- _____ 9. Accounts Receivable as at _____.
- _____ 10. Accounts Payable detailed list as at _____.
- _____ 11. Inventory as at _____.
- _____ 12. A copy of your GL file as of _____.
- _____ 13. _____
- _____ 14. _____
- _____ 15. _____
- _____ 16. _____