

## Accounting Checklist

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✓ **BANK STATEMENTS**

	COPIES OF ALL BANK STATEMENTS FOR ENTIRE YEAR LISTED UNDER THE BUSINESS NAME (THIS INCLUDES SAVINGS & MONEY MARKET ACCOUNTS)
	COPIES OF CHECKS WRITTEN FROM BUSINESS ACCOUNTS FOR ENTIRE YEAR (THESE CAN BE REPLACED BY CHECK LEDGERS OR CARBON COPIES OF CHECKS)



✓ **CREDIT CARD STATEMENTS**

COPIES OF ALL CREDIT CARD STATEMENTS FOR ENTIRE YEAR LISTED UNDER THE BUSINESS NAME



✓ **LOAN STATEMENTS**

	COPIES OF ALL LOAN STATEMENTS FOR ENTIRE YEAR LISTED UNDER THE BUSINESS NAME (THIS INCLUDES CAR LOANS, MORTGAGES, AND REGULAR BUSINESS LOANS)
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✓ **CASH PAYMENTS**

RECEIPTS FOR TRANSACTIONS THAT WERE PAID USING CASH

SINCE EVERY BUSINESS IS UNIQUE IN THEIR OPERATIONS AND IN THEIR FINANCIAL NEEDS, THIS CHECKLIST CANNOT BE CONSIDERED A FULL AND COMPLETE LIST OF ITEMS NEEDED. IF FIVE STAR TAX REQUIRES ADDITIONAL INFORMATION TO COMPLETE THE FINANCIAL STATEMENTS OF YOUR COMPANY, WE WILL CONTACT YOU WITH EITHER A WRITTEN OR VERBAL REQUEST OVER THE PHONE.