

Items to Collect

- Bank Statements for all Business accounts dated from just before start date to current.
- Charge account statements for all business accounts dated from just before start date to current.
- Lines of Credit Statements dated from just before start date to current.
- List of all employees with completed W-4 and I-9 forms.
- Loans or Notes Payable Statements dated from just before start date to current.
- List of all customers with names, addresses, etc.
- List of all vendors with names, addresses, etc.

Contact Person: _____

Phone: _____

Date Completed: _____

Please return to:

A Reliable Bookkeeping Service
Office: (408) 378-8801
Fax: (408) 370-9633
E-mail: Debbie@areliableservices.com