

**Company Name:** \_\_\_\_\_

**2024**

Bank statements-December 2024 and January 2025 and 12/31/2024 reconciliation  
This includes checking & savings accounts.

Credit card statement showing charges thru 12/31/2024. This will probably include the January 2025 statement.

Description in Quickbooks for any assets purchased in 2024 (in memo field) or include invoice in packet

Paperwork from dealership for any vehicles purchased-specifically if there was a trade-in

Leases for new equipment and vehicles acquired in 2024.

Paperwork for any new loans in 2024 and documentation showing loan balances @ 12/31/2024

Health Insurance Premiums paid on behalf of any shareholders. Break-out by shareholder

If our firm DID NOT prepare your payroll include and does not have access to your records:  
1 - 4 quarter payroll reports  
Year-end payroll reports including W3 and W2s