



## Gathering Your Business Records

We have created the following checklist to ensure all the necessary information is received. We try to make this list as comprehensive as possible- as we start processing your information, additional clarifications might be needed. Getting off to a good and accurate start is our main goal, albeit painful.

If we formed the shiny, new business for you, we will already have the **first five items**.

### Housekeeping, Corporate Governance

- ▲ Articles of Organization, Formation or Incorporation
- ▲ Original EIN Issuance Letter (or just the number and date of issuance)
- ▲ Operating Agreement, if you have one
- ▲ S Corp Election (Form 2553 and the IRS acceptance letter), if you filed yourself
- ▲ Shareholders Information
  - Full Names, Address, SSNs and Contact Info (phone **and** email)
  - Ownership Percentages, Titles, Basis Information (paid in capital, what each shareholder injected into the business)
- ▲ Prior year personal and business tax returns and all K1s, if applicable
- ▲ Signed Power of Attorney for payroll needs (if we are processing payroll for you, a POA is necessary and will be sent via RightSignature for completion- this is so we can speak to the IRS on your behalf)
- ▲ Voided Business Check (or at least account and routing information)
- ▲ Completed Payment Authorization form for recurring autodraft (see your email for the link)
- ▲ Franchise Disclosure Document (FDD), if you are a franchise
- ▲ State (and Local) Sales and Use Tax License(s) and login information

**Note:** Some of this housekeeping and corporate governance stuff might be lost or irretrievable- do the best you can, and we can fill in the holes later.

### Plans, Medical, etc.

- ▲ Accountable Plan (if you have one, otherwise we will automatically create this for you)
- ▲ Health Insurance, FSA, HSA, HRA provider and contact info (no sensitive info needed)
- ▲ Education Plan, if you have one
- ▲ 401k, SIMPLE, SEP IRA provider and contact info (if you need a 401k plan, we can set this up too)