

## COMPANY INFORMATION

- **Operating agreement.** Include the following:
  1. Member's name, address, ownership percentage & tax identification
  2. Federal, state, and local Tax Identification Numbers & certificates
  3. If applicable, SS4
  4. Verification of **FEIN**
  5. State Registrations: sales tax, business tax
  6. User login information for any of the above if available
- **Franchise Agreement & Certificates** (*if applicable*)
- **IRS EIN Letter** (CP 575)
- Most recent **tax return** (if existing business)
- **Tax notices** or correspondence (*if applicable*)
- **User login information** for any of the above (*if available*)

## FINANCIAL INFORMATION

- **Bank information.** Include the following:
  1. **Bank statements** (year-to-date or check register if new business) for all accounts & login information
  2. Copy of ALL **loan documents** (can be just a copy of most recent statement)
  3. **Lease agreement**
  4. Any other **lines of credit** (if applicable)
  5. **Voided check** (required to setup ACH draft for our fees)

## BOOKKEEPING INFORMATION

- **QuickBooks login** information
- **Point of Sale System** login information
- **Payroll Provider** (login information or historical data)
- **Gift Card Tracking System**

## CONTACT