

West Suburban Business Solutions, Inc.

1000 Jorie Blvd

Suite 300

Oak Brook, IL 60523

Phone: (630) 368-6390 Ext 119 Fax: (630) 368-6391

COMPANY: _____

The following items are needed to process your company's Financial Statements for the period ended: _____

Forms Needed:

- _____ 1. Check register and canceled checks
- _____ 2. Bank statements and deposit slips
- _____ 3. Sales and services
 - invoices (if any)
 - cash register tapes
 - other (ticket sales, etc.)
- _____ 4. Purchases of inventory items
 - vendor invoices or payment receipts
- _____ 5. Expenses
 - receipts (including account numbers from chart of accounts)
 - other support (expense reports, mileage logs, etc.)
- _____ 6. Payroll information
 - wages paid
 - taxes deducted and deposited
 - quarterly form 941
 - unemployment tax payments
- _____ 7. Out-of-pocket expenditures
 - receipts or other documentation
- _____ 8. Petty cash expenditures
 - receipts or descriptions of expenditures
- _____ 9. Withdrawals by shareholders or owners
- _____ 10. Inventory on hand (if applicable)
- _____ 11. Corporation tax returns (for previous three years)
- _____ 12. Articles of incorporation
- _____ 13. Copies of lease agreement and insurance policy
- _____ 14. Copy of Corporation application (Form 2553)
- _____ 15. Copy of E.I.N. application (Form SS-4) & IRS Response
- _____ 16. Unemployment UC-1
- _____ 17. NUC-1
- _____ 18. Buy-sell agreement (if applicable)

PLEASE FORWARD THIS INFORMATION TO OUR OFFICE BY ____/____/____