



Abundance Accounting, LLC

Information Transmittal Checklist One form per Business / Personal *and* /or per QuickBooks File

MONTHLY STATEMENTS—Furnished with transaction notes and/or receipts

- All Business – Monthly Bank Statements
- All Personal – Monthly Bank Statements

- All Business – Monthly Loan Statements
- All Personal – Monthly Loan Statements

- All Business – Monthly Credit Card Statements
- All Personal – Monthly Credit Card Statements

- All Investment Account Statements

RENTAL

- All Rental – Monthly Property Management Statements
- Closing Statements / HUD – 1’s – purchase / sale of home or rental properties

OTHER (If applicable)

- Asset Purchase Documents – vehicles, computers, office equipment
 - Expense Reimbursement Report – Business Account to reimburse Personal Account
 - Asset Contribution List – Equipment or Furnishings contributed to your business
 - Copies of Member Contributions or Loans – cash contributions (investment) or loans to your business
 - Third Party Payroll Activity and/or most recent pay stubs
 - Copies of Prior Years Tax Return
 - Copies of Organizational documents for all Entities – Articles of Organization, Federal ID Application (SS-4), and copies of any elections or IRS declaration letters
- ** If we are going to keep your Corporate Minutes please forward complete binder**

**Thank you for your trust in our services.
We look forward to partnering with you for your success!**

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What is the vision for your business:

Please describe the nature of your business:

What are the current and forecasted revenues for your business:

What are your current marketing strategies:

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