

THE LAW OFFICES OF
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BUSINESS DOCUMENT CHECKLIST

- Copy of State Business License
- Copy of Articles of Incorporation
- City Business License
- Federal Income Tax Returns (Quarterly and Yearly for Past Two Years)
- Department of Revenue Returns (Quarterly and Yearly for Past Two Years)
- List of Accounts Receivable
- List of Business Assets (with valuation)
- List of Accounts Payable
- Copy of Surety Bond
- Corporate Bank Statements for the Past 12 Months
- Corporate Balance Sheet
- Profit and Loss
- Estimated Monthly Business Budget
- Copy of Business Lease Building
- Copies of Business Leases Equipment
- County Tax Returns – Past Two Years
- List of Current Inventory