

Company Information

Operating agreement. Include the following:

- Member's name, address, ownership percentage & tax identification 2. 3. 4. 5. 6.
- Federal, state, and local Tax Identification Numbers & certificates
- If applicable, SS4
- Verification of FEIN State Registrations: sales tax, business tax
- 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, including the following:

- Bank statements (year-to-date) for all accounts & login information
- Copy of ALL loan documents (can be just a copy of most recent statement)
- Lease agreement
- Any other lines of credit (if applicable)
- Letter from bank to verify account and routing number

Bookkeeping Information

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