

KRISHNAN COMPANY

CERTIFIED PUBLIC ACCOUNTANT

ACCOUNTING CHECKLIST

1) Please provide the following data when you sign up with us. NEEDED ONE-TIME ONLY

- a) Full Name of business (with any d/b/a)
- b) Address
- c) Federal ID #
- d) State Withholding ID# if any
- e) State unemployment ID # (DOL#)
- f) Sales Tax ID# and certificate copy if applicable
- g) Certificate and Articles of incorporation
- h) Form 2553 "S" Corp Election and acknowledgement received from the IRS (If applicable).
- i) Type of business
- j) Names, address, SS# and percentage of stocks/membership interest of all stockholders/partners/members
- k) Provide a copy of last two year's corporate tax returns
- l) Copies of prior year business personal property taxes

2) Provide the following items each month for monthly bookkeeping

- a) Check stubs
- b) Bank statements & returned checks (all bank accounts)
- c) Corporate credit card statements, if any (all credit cards)
- d) List of personal expenses paid for business (itemize this in detail)
- e) Payroll summary reports (required if Krishnan Co does not process your payroll and payroll taxes)
- f) Sales tax returns (required if we do not process sales tax returns)
- g) Cash purchase summary (For Retail businesses)
- h) Inventory details (For Retail businesses)
- i) Gas Purchase Summary (For Gas Stations only)
- j) Details of Lotto Commissions, ATM commissions, Game Machine income and other rebates (For Retail businesses and other that operate gaming machines)
- k) Loan details from bank (detailing the interest and principal paid)
- l) Any other relevant data pertaining to other sources of revenue, items of expenditure, asset purchases or sales, contracts entered into during the period.

3) Other Documentation (PROVIDE AS AND WHEN IT APPLIES)

- a) Loan closing documents for business and real estate if any (If you have bought or sold vehicles, equipment, real estate, new businesses)
- b) Copies of other documents received such as 1099s, Bank interest/dividend, stock transactions, closing documents on new property/loans/refinance if applicable
- c) Copies of any new minutes indicating changes in ownership (If there is any ownership change, please also provide the Names, address, SS# and percentage of stocks/membership interest of all new stockholders/partners/members and date they bought into the company)



America Counts on CPAs

746 HOLCOMB BRIDGE ROAD, NORCROSS, GA 30071

TEL. 770 . 368 . 1030

FAX. 770 . 368 . 1060

WWW.KRISHNANCO.COM