

BOROFF & CO

Corporate Checklist

Please provide the following as of 12/31: (If it's not applicable please insert "N/A" and address all questions)

1. Ending cash balances for all company related bank accounts, per 12/31 Bank Statement

2. Ending balances for all company related credit cards (If applicable), per 12/31 Bank Statement

3. Balances for all outstanding company loans (If applicable), as of 12/31

4. Please provide a detailed list of fixed asset purchases during the year. We need the date purchased, what was purchased, and the amount of the purchase

5. Please provide copies of 1099's and 1096 forms issued. If you would like us to prepare these, please indicate below.

6. Year end payroll documents (If applicable): Q1-Q4 DE-9s, 940, W-3 and W-2s.

7. Value at cost of ending Inventory (If applicable), as of 12/31

8. All sales tax returns filed (If applicable). Please indicate below if you would like us to prepare the return(s).

9. Value of Accounts Payable and Accounts Receivable (If applicable), as of 12/31

10. Did the company have any ownership changes during the year? Please indicate the date of the change(s), give us all new partner/member/shareholder names, socials, addresses, equity contributions, etc.

11. Did any owners/shareholders contact information change during the year? Please provide any new addresses, phone numbers, email addresses, etc.

12. Did you have any foreign assets or signing authority over any foreign bank accounts during the year?
