

# CLIENT DOCUMENT CASE FILING CHECKLIST

## Corporate form

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### PRE FILING

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#### COPIES ONLY; NO ORIGINALS

- \_\_\_\_ 1. Last two years of filed *Federal Tax Returns*. Please list years attached:\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_ 2. Last two years of filed *State Tax Returns* . Please list years attached:\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_ 3. Accounts Receivable report
- \_\_\_\_ 4. Detailed Asset List - including values
- \_\_\_\_ 5. Current Balance Sheet and Profit and Loss Statement for the last calendar year and year-to-date
- \_\_\_\_ 6. General Ledger for the last 12 months
- \_\_\_\_ 7. Last 60 days of bank statements for every account in the corporation's name
- \_\_\_\_ 8. Vehicle loan statements for each vehicle, and registrations
- \_\_\_\_ 9. Titles and registrations to anything licensed (i.e., automobiles, boats, trailers, ATVs, motorcycles, etc.)
- \_\_\_\_ 10. Current trade-in value of vehicle(s) and other licensed assets
- \_\_\_\_ 11. Copies of current leases and contracts (real property leases, equipment leases, employment contracts, brokerage and agency contracts, etc.)
- \_\_\_\_ 12. Proof of Insurance for real and personal property
- \_\_\_\_ 13. Debt list (**Creditor's name, address, amount owed & account number - Include names and addresses for all employees**)
- \_\_\_\_ 14. Lawsuits, judgments, and garnishments