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# MEMO

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**To:**

**Re:** Monthly Docs and Taxes

**From:** Gianna Murray

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- **ALL** Bank statements for the business from the previous month
- Quickbooks register for the previous month **OR** Bank statement cancelled checks
- Cash pay outs from the year (*only receipts that were paid in cash, not debit card receipts*)
- Credit card statements for the business from the previous month
- Credit card discount statements from the previous month
- Any letters from the IRS, City of Chicago, IL Dept of Revenue, or IDES concerning the company or the owners
- Major purchases, equipment leasing, contracts, monthly invoices and or payments for these purchases/ leases for the business. If this is a new lease we will need a copy of the contract; same with a purchase. (*Car loan, Equipment loan, Line of Credit*)
- Anything else that you think would be relevant to the business, please send that as well.