

Information Request

Business information checklist

Please use the checklist below to supply us with your books and accounting records (including all invoices and bank statements) for the last complete period noted on the letter on the previous page:

- A copy or originals of all business bank statements for the last accounting period (please make sure there are no missing statements)
- All cheque book and paying in book stubs that cover the period noted in the letter
- A copy of any PayPal or other online account statements that are used in the business covering the period in the letter
- Summary of purchase invoices and sales invoices and what they were for if you do not have a computerised accounting system
- An electronic full backup copy of your accounting system data if you have a computerised accounting system
- A copy or originals of all purchase invoices
- A copy or originals of all sales invoices
- A copy or originals of any loan agreements
- A copy or originals of any lease or Hire Purchase agreements
- If you are VAT registered then please supply all the VAT returns submitted relating to the period in the letter
- If you have incurred business expenditure on a credit card then please supply your credit card statements for the period noted in the letter
- Please provide all payroll information if we do not provide the payroll service, remember we may need information from two payroll years to complete a full business accounting year