Initial Document Request List

Welcome! To help us hit the ground running and provide the best financial insight and support, please upload the following documents to the shared folder that has been assigned to your company. You should have already received access—if not, just let us know and we'll resend the link.

As your trusted Solvers, we're here to bring clarity, structure, and momentum to your finances. This initial information will give us the foundation we need to understand where you are and where you want to go. If something doesn't apply or isn't available yet, feel free to skip it—we'll tackle it together when the time is right.

1. Basic Company Information

- Company legal name, EIN, and formation documents (LLC Agreement, Articles of Incorporation)
- Organizational chart (or description of roles and departments)
- List of key team members and responsibilities (especially those involved in finance/admin)

2. Access Credentials (if applicable)

- View-only access to accounting software (e.g., QuickBooks, Xero)
- Access to payroll provider (e.g., Gusto, ADP)
- Access to business bank accounts and credit cards (read-only or via PDF downloads)
- Access to any dashboards or finance-related systems currently used

3. Financial Statements (Last 2 Years + YTD)

- Profit & Loss (Income Statement)
- Balance Sheet
- Statement of Cash Flows (if available)

4. Budgets and Forecasts

- Current year budget
- Any rolling forecast models (if applicable)

5. Tax and Legal

- Last 2 years of business tax returns (federal and state)
- Any open IRS/state notices or tax payment plans
- Business licenses or compliance documentation (if relevant)

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6. Banking and Debt

- List of all business bank accounts and credit cards
- Loan agreements, credit lines, or leases
- Amortization schedules for any long-term debt

7. Payroll and Benefits

- Latest payroll summary or reports
- Overview of employee benefits (health, retirement, etc.)
- Compensation agreements or bonus/incentive plans

8. Insurance and Risk

- Summary or copies of current business insurance policies
- Any active insurance claims or pending issues

9. Recurring Expenses & Contracts

- List of key monthly/recurring expenses (e.g., rent, subscriptions, software)
- Key vendor contracts or service agreements
- Major customer agreements (especially if revenue is concentrated)

10. Valuation & Compliance Reports

- Previous business valuation reports (if available)
- Any existing transfer pricing reports or related documentation

11. Other Financial Tools

- Excel files or models currently in use for tracking, projections, or KPIs
- Chart of Accounts (unless visible in accounting system)

We know this can feel like a lot, but don't worry—we're here to help organize the chaos and turn information into insight. don't worry. You've got a **Solver** in your corner.

We've done this before, and we'll do it for you.
Problem? What problem? ☺