



ITEMS TO BRING TO THE **INITIAL STRATEGY SESSION & INSTALL MEETING**

COMPANY INFORMATION

- **Operating agreement.** Include the following:
 - 1.) Member's name, address, ownership percentage & tax identification
 - 2.) Federal, state, and local Tax Identification Numbers & certificates
 - 3.) If applicable, SS4
 - 4.) Verification of **FEIN**
 - 5.) State Registrations: sales tax, business tax
 - 6.) User login information for any of the above if available
- **Franchise Agreement & Certificates** *(if applicable)*
- Most recent **tax return** (if existing business)
- **Tax notices** or correspondence *(if applicable)*
- **User login information** for any of the above *(if available)*

FINANCIAL INFORMATION

- **Bank information.** Include the following:
 - 1.) **Bank statements** *(year-to-date or check register if new business)* for all accounts & login information
 - 2.) Copy of ALL **loan documents** (can be just a copy of most recent statement)
 - 3.) **Lease agreement**
 - 4.) Any other **lines of credit** *(if applicable)*
 - 5.) **Voided check** *(required to setup ACH draft for our fees)*

BOOKEEPING INFORMATION

- **Quickbooks** login information
- **Point of Sale System** login information
- **Payroll Provider** (login information or historical data)
- **Gift Card Tracking System**

CONTACT

ADDRESS: 5570 MURRAY AVENUE, MEMPHIS, TN 38119

PHONE: 901.755.5858

FAX: 901.755.7774

PATRICKACCOUNTING.COM