



THE DMP GROUP LLC

Certified Public Accountants & Management Consultants

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## For **BOOKKEEPING, COMPILATION, and FINANCIAL STATEMENT preparatory services.**

Please provide the following documents, if applicable:

1. **Monthly bank statements** for each account utilized for business purposes.
2. All **cancelled checks** and **check registers**. If there are **auto debits** on your account(s), please identify what they are for. Also, please indicate whether the **deposits** are income, capital contributions, etc.
3. **Monthly credit card statements** for accounts used for business purposes. Please identify the type of expense for each item charged to the account.
4. All **payroll records**, including cancelled checks, pay stubs, earnings reports, and quarterly returns (i.e. Form 941's, state returns, FUTA/DUTA returns).
5. **Copy of contracts** for sales and/or service, equipment rental or lease, financing agreements, other.
6. **Prior year financial statements**, including Income Statement and Balance Sheet.
7. **Prior year income tax returns** for Federal and State(s).
8. **Incorporation documents**, federal EIN, state registration and ID#.
9. Other. Please describe. \_\_\_\_\_  
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